Océ
Océ PlotWave™
300

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océ

[DRAFT]
User manual
Operating
information

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Chapter 1
Introduction

Notes for the reader

Introduction

This manual helps you to use the Océ PlotWave™ 300. The manual contains a description of the product and guidelines to use and operate the Océ PlotWave™ 300.

Definition

Attention Getters

Parts of this manual require your special attention. These parts can provide the following:

- Additional general information, for example information that is useful when you perform a task.
- Information to prevent property damage or personal injuries.

Note, Attention and Caution

The words **Note**, **Attention** and **Caution** draw your attention to important information.

Overview of the attention getters

Word	Icon	Indicates
Note		Tips or additional information about the correct use of the product.
Attention		Information to prevent property damage, for example damage to the product, documents or files.
Caution		Information to prevent personal injuries. The **Caution** indication has several icons that warn against various hazards. The icons are shown below.
Caution		General hazard
Caution		Hot surface
Caution		Electric shock

Word	Icon	Indicates
Caution		Moving parts
Caution		Laser beam
		The use of heat-resistant gloves is mandatory when you carry out the actions concerned.

Safety information

The safety information for this product is included in a separate manual with the title **Safety information**. This manual is part of the documentation set that you received with your product.

Available documentation

Introduction

This manual is part of a complete documentation set. The following table shows a complete overview of the available documentation.

Available documentation Océ PlotWave 300

Documentation	Availability
User manual - Operating information	■ On www.oce.com Available as an html document and as a PDF file in multiple languages. ■ On CD-ROM Available as an html document and as a PDF file in multiple languages.
User manual - Safety information	■ On www.oce.com Available as a PDF file (multilingual). ■ On CD-ROM Available as a PDF file (multilingual).
Wide-Format Printing Systems - Connectivity Manual	■ On www.oce.com Available as a PDF file in English only. ■ On CD-ROM Available as a PDF file in English only.

Note:
Visit Océ on the internet at www.oce.com for the latest information.

Available documentation Océ Express WebTools

Documentation	Availability
User manual - Operating information	■ On www.oce.com Available as an html document and as a PDF file in multiple languages. ■ On CD-ROM Available as an html document and as a PDF file in multiple languages.

Documentation	Availability
On-line Help	■ Embedded in the application Available in multiple languages.

Note:
Visit Océ on the internet at www.oce.com for the latest information.

Available documentation Océ Windows® Printer Driver

Documentation	Availability
User manual	■ On www.oce.com Available as a PDF file in multiple languages. ■ On Driver Pack CD-ROM Available as a PDF file in multiple languages.
On-line Help	■ Embedded in the application Available in multiple languages.

Note:
Visit Océ on the internet at www.oce.com for the latest information.

Available documentation Océ PostScript® 3 Driver

Documentation	Availability
Installation manual	■ On www.oce.com Available as a PDF file in multiple languages. ■ On Driver Pack CD-ROM Available as a PDF file in multiple languages.
On-line Help	■ Embedded in the application Available in multiple languages.

Note:
Visit Océ on the internet at www.oce.com for the latest information.

How to use this manual

Introduction

You can access a topic quickly with the following methods.

- Refer to the alphabetical index at the end of the manual.
- Refer to the table of contents at the beginning of this manual.
  Before you turn to the complete table of contents, you can also use the following table to find a topic quickly.

The sections of this manual

The following table gives an overview of how the chapters are arranged logically.

Chapters	Section	Topics
1	Introduction	■ Overview of available documentation. ■ Explanation regarding the manual and how to use it. ■ The Océ PlotWave™ 300 key concepts. ■ User interaction
2	Get to know the printing system	■ The main components. ■ Working area [Footprint]. ■ The 'Océ PlotWave 300' hardware. ■ The printing system consumables.
3	Quick start	■ Connect the mains supply cable. ■ Switch on the printing system. ■ Load the media ■ Easy copying, scanning and printing
4	Define your workflow with the Océ Express WebTools	■ Introduction. ■ Configure your printing system. ■ Define your printing system preferences. ■ Manage jobs on your printing system.

Chapters	Section	Topics
5	Use the printing system	■ Connect the mains supply cable. ■ Switch on the printing system. ■ Send print jobs. ■ Basic and extended copy jobs. ■ Basic and extended scan jobs.
6	Maintain the printing system	■ Replace the media. ■ Refill the toner. ■ Maintain the scanner.
7	Solve problems	■ How to solve problems with jobs. ■ Clear an original jam on the scanner. ■ Clear a media jam in the fuser section. ■ Clear a media jam in the media bypass section. ■ Clear a media jam in the roll feed section. ■ Print test prints.
8	License management	Manage licenses.
Appendix A	Specifications of the Océ PlotWave 300	■ System specifications. ■ Specifications drivers and job submission software. ■ Supported media types and sizes.
Appendix B	General information	Reader's comment sheet.
Appendix C	General information	Addresses of local Océ organisations.

The Océ PlotWave™ 300 key concepts

Printer configuration

The Océ PlotWave™ 300 is available in a number of configurations. The minimum configuration is a one roll printer only version. In the Océ PlotWave 300 multifunction Express the Océ PlotWave™ 300 printer is combined with a scanner on top.

Copy functionality

The Océ PlotWave 300 multifunction Express offers a large number of copy activities. A wide variety of original and copy related settings are supported. You can specify particular layout, media, finishing, feeding and quality enhancement options from the user panel.

Scan functionality

The Océ PlotWave 300 multifunction Express offers a large number of scan activities. A wide variety of original and scan related settings are supported. You can specify particular layout and quality enhancement options and you can select a local or remote scan destination from the user panel.

Green button principle

The Océ PlotWave 300 multifunction Express is a very user-friendly system. Basic copy or scan jobs can be performed by simply pressing the green button on the user panel. Only if you want to perform more complex copy or scan jobs, you have to change the default settings with the help of the other settings on the user panel. The templates offer you extended ease of use because you can use them to store preferred combinations of settings.

Templates

The user panel offers you a number of customisable templates for the job settings of a copy or scan job. The templates allow you to store your preferred job settings. To start a job you simply select a template on the user panel and press the green button. Templates can be managed in the Océ Express WebTools.

Integrated Océ Express WebTools controller application

The Océ Express WebTools controller application supports a centralised workflow. Only one application with a transparent and intuitive layout where you can perform many

tasks based on user role defined access. The jobs tab gives you a full overview and full control on print and scan job management, but also allows you to manage your templates, stamps, system preferences and network connectivity settings.

Print and copy jobs

A print and copy job is a job sent to the Océ PlotWave™ 300 printer from a user application (print job) or from the scanner (copy job). A print or copy job can consist of several sets, which in turn may consist of several pages. Sorting of a job can take place based on sets or on pages.

Job recovery

The Océ PlotWave™ 300 is equipped with a job recovery function that safeguards users against data loss in case of a printer failure. After a restart, the data submitted to the printer before the crash will be automatically processed and printed. This means that jobs do not have to be re-submitted after a printer malfunction, thus saving valuable time for the users.

User interaction

Introduction

The user can communicate with the Océ PlotWave™ 300 from local locations and remote locations.

User panel

The Océ PlotWave™ 300 offers a user panel that allows you to do the following.

- Manipulate the machine behaviour.
- Define the settings for copy and scan jobs.

Integrated Océ Express WebTools controller application

The Océ Express WebTools controller application supports a centralised workflow. Only one application with a transparent and intuitive layout where you can perform many tasks based on user role defined access. Separate work spaces give you a full overview and full control on print and scan job management, but also allows you to manage your templates, system preferences and network connectivity settings. You can also monitor the status of your system in this application. You can access the integrated Océ Express WebTools controller application from any networked workstation.

Printer drivers

With the Océ PlotWave™ 300 the Océ Windows® Printer Driver and the Océ PostScript® 3™ Drivers can be used. With these drivers users in remote locations can print their files directly from their applications to the Océ PlotWave™ 300. More information about installing, configuring and using drivers can be found in the documentation provided with the drivers. All Océ drivers (PostScript® driver not included) can be freely downloaded from the internet at www.oce.com.

Océ Publisher Express job submission software

Océ provides Océ Publisher Express job submission software that allows you to send print jobs to your Océ PlotWave™ 300.

Océ Publisher Express is a built-in job submitter in the Océ Express WebTools. You can open Océ Publisher Express in the jobs tab of the Océ Express WebTools ('Create new job').

Chapter 2
Get to know the printing system

The main components

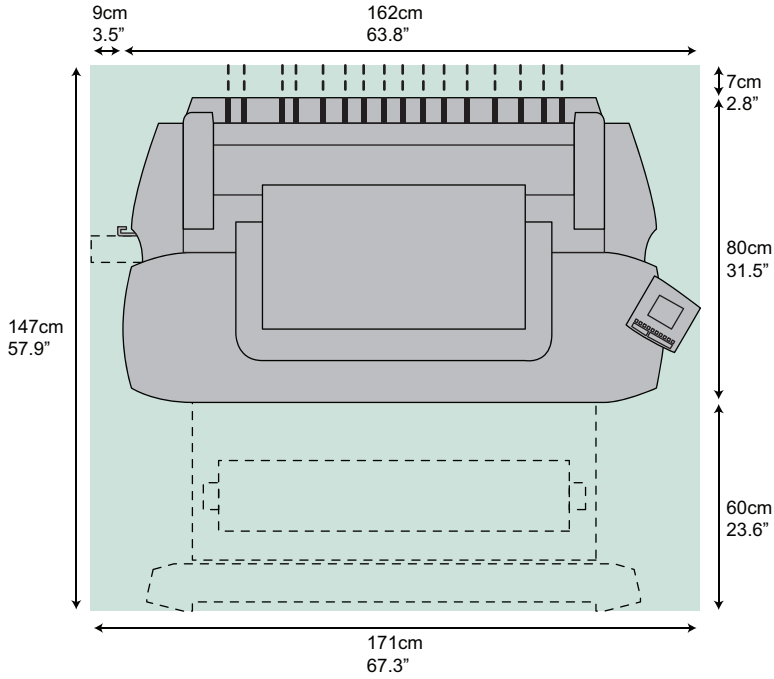
Introduction

The 'Océ PlotWave 300' consists of two main components.

Component	Description / Function
The 'Océ PlotWave 300' hardware	The exact hardware components depend on the commercial version of the 'Océ PlotWave 300'. You can find more information about the hardware components in chapter 2.
The Océ Express WebTools	The Océ Express WebTools is an application that runs on the embedded 'Océ PlotWave 300' web server. The purposes of the Océ Express WebTools are the following. ■ Settings and configuration management ■ Queue management ■ License management ■ System monitoring ■ Scan retrieval ■ Print job submission

Working area [Footprint]

The printing system (with or without the optional 'Océ Scanner Express') requires a floor space / working area of at least **1710 mm x 1470 mm (67,3 inch x 57,9 inch)**.



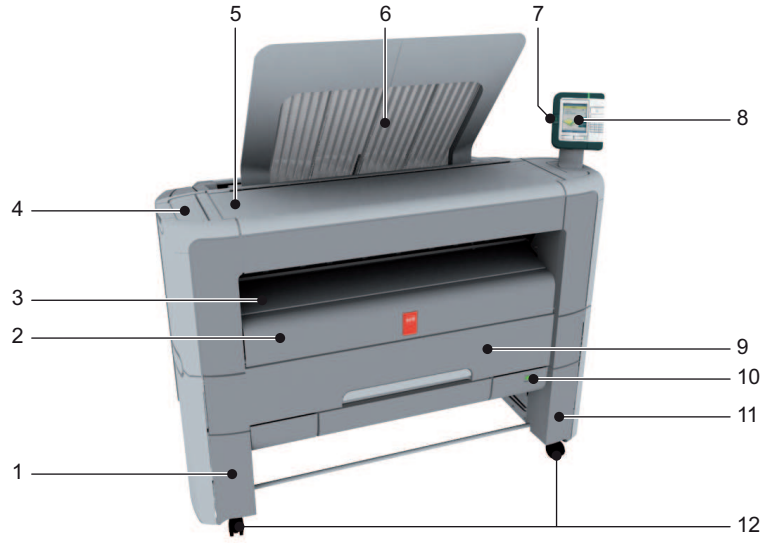
Approved abbreviations

Name	Abbreviation
'Océ Express WebTools'	'Océ EWT'
' Océ PlotWave 300 multifunction Express'	' Océ PlotWave 300 MF Express'

The Océ PlotWave 300 hardware

The components of the printer (front)

Illustration



Component - function table

Nr	Component	Description / Function
1	lower left front cover	Remove this cover if you want to move the printer.
2	lower front cover	Door at the front, used for error recovery.
3	media bypass	To manually feed cut-sheets up to 36" width.
4	toner compartment	Compartment for toner refill.
5	printer top cover	Only available in printer-only version.
6	top delivery tray	Delivery tray for the printed sheets.
7	USB stick interface	USB connector to use a USB mass storage device to print from or to scan to, if a scanner is available.

Nr	Component	Description / Function
8	user panel	Allows the user to start copy/scan/print jobs and to monitor the system and the job status.
9	media drawer	Media drawer that contains the media roll 1 and/or 2.
10	on / off button	Button to start or shut down the printer. This button is equivalent to the 'Shut down' button in the Océ Express WebTools.
11	lower right front cover	
12	wheel	Swivel wheel with brakes.

The components of the printer (left side)

Illustration

Component - function table

Nr	Component	Description / Function
1	residual toner compartment	Gives access to the residual toner container.

The components of the printer (back)

Illustration

Component - function table

Nr	Component	Description / Function
1	power switch	Switch to cycle on or off the mains power. You can find the serial number of the printer on the sticker above the power switch.
2	upper back cover	Open the upper back cover with the media jam clearance handle to access the fuser section in case of a media jam in the fuser section.
3	media jam clearance handle	Use this handle to access the paper in case of a paper jam.

The components of the scanner (optional)

Attention:
The 'Océ Scanner Express' is only available in the ' Océ PlotWave 300 multifunction Express'.

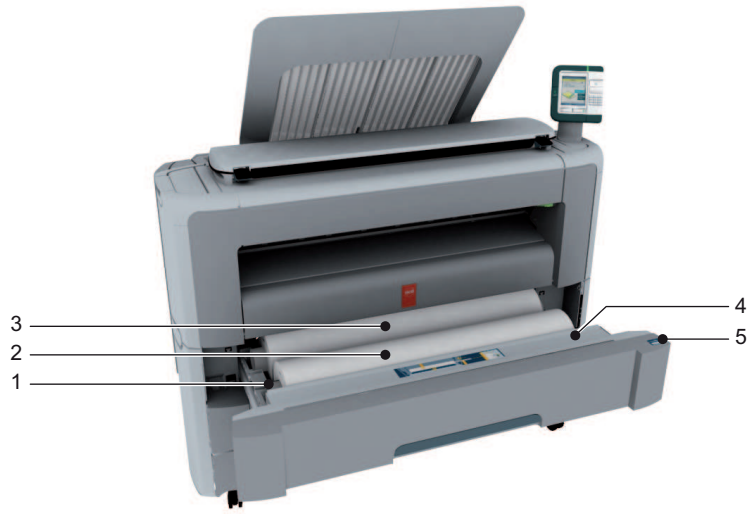
Illustration

Component - function table

	Component	Description / Function
1	scanner top cover	
2	original feeding table	Use the original feeding table to feed the original into the scanner (face up).
3	scanner open levers	Use the scanner open levers to open the scanner top cover.
4	originals exit	Exit for the scanned original.

The media drawer

Illustration

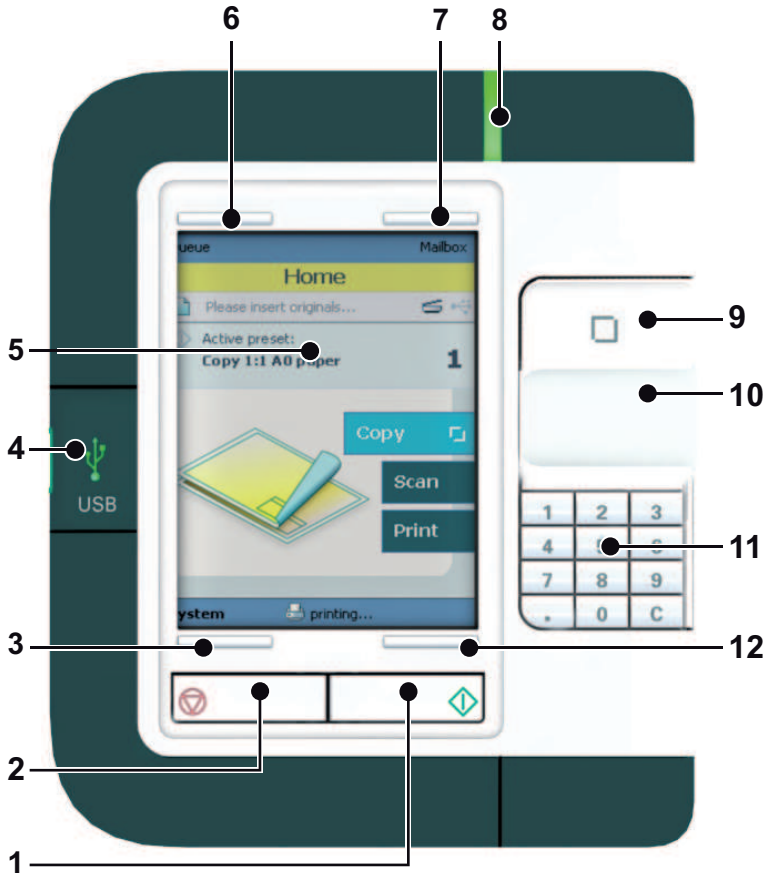


Component - function table

Nr	Component	Description / Function
1	roll holder	Carries the media roll
2	media roll 1	
3	media roll 2 (optional)	
4	roll loading station	Groove integrated behind the front cover of the media drawer.
5	clean cut button	This button is used to trim a strip of a new or damaged media roll.

The user panel

Illustration



Component - function table

Note:
The colour display is an option that becomes available in 2010.

Nr	Component	Description / Function
1	green button	The button with a green light that allows the operator to start a scan job, a print job or a copy job. The button lights up to attract attention when it becomes relevant.
2	stop button	The button with a red light that allows the operator to do the following. ■ Immediately interrupt a scan job. ■ Stop a print job after the page that is being printed. The button lights up to attract attention when it becomes relevant.
3	lower left soft key	Button that allows the operator to select the option displayed in the lower left corner of the user panel display.
4	USB flash drive interface	The USB connection is positioned at the left side of the user panel. You can insert a USB mass storage device do the following. ■ Print a file directly from the USB mass storage device. ■ Scan an original directly to the USB mass storage device. Only if a scanner is available. The green light that illuminates the port and the icon starts to blink during data transfer
5	user panel display	The colour display that displays information for the operator.
6	upper left soft key	Button that allows the operator to select the option displayed in the upper left corner of the user panel display.
7	upper right soft key	Button that allows the operator to select the option displayed in the upper right corner of the user panel display.

Nr	Component	Description / Function
8	status light	Light that gives feedback on the status of the printer. ■ A green light indicates that the printer is ready. ■ A green blinking light indicates that the printer is busy. ■ A red light indicates that an error occurred.
9	confirmation button	Button that allows the operator to do the following. ■ Open a template or a setting. ■ Close and confirm the selected value of a setting.
10	scroll wheel	Wheel on the right side of the user panel, that allows the operator to do the following. ■ Scroll through the templates. ■ Scroll through the settings. ■ Scroll through the settings values.
11	numeric buttons	Buttons with the numeric values 0-9, that allow the operator to do the following. ■ Enter a numeric value, for example the number of copies. ■ Enter a numeric value of a setting.
	clear button(C)	With the clear button the operator can delete the last added numeric value.
12	lower right soft key	Button that allows the operator to select the option displayed in the lower right corner of the user panel display.

The output delivery

Introduction

The Océ PlotWave 300 is delivered with a top delivery tray to collect your printed output.

The top delivery tray can collect a maximum of 50 plain paper prints with a maximum length of 48" [1200mm].

Illustration

How to define the output delivery

In the Océ Express WebTools you can define the default 'Sheet delivery' for your printed output.

- If you select 'Top Delivery Tray' and you use plain paper, your printed output is by default delivered in the standard top delivery tray.
  If you use a different media type, the printed output is always delivered at the back of the printer.
- If you select 'Back output' your printed output is by default delivered at the back of the printer.

The printing system consumables

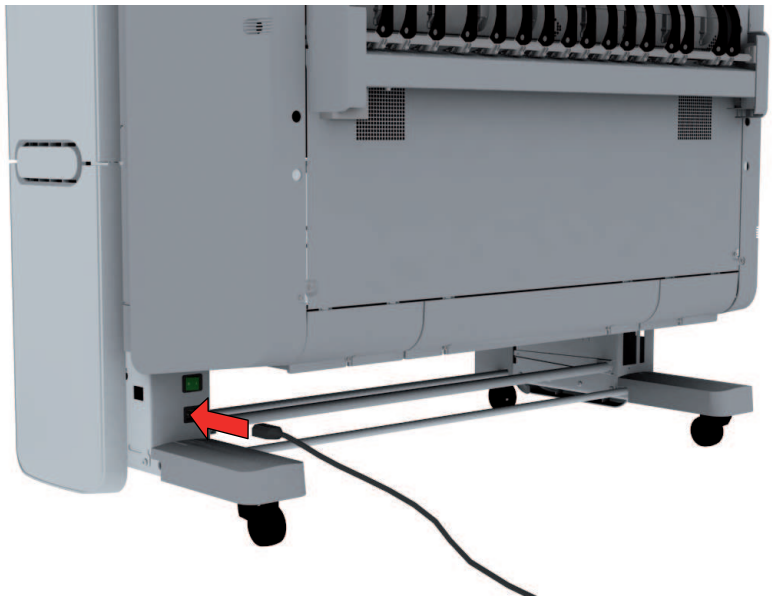
Consumable	Consumable part	Description
media	roll	Roll that caries the media. A roll has a 3" core.
	sheet	Cut sheet.
	core	The core of the media roll is the cardboard inner part of the roll.
Océ PlotWave 300 toner	toner bottle	Bottle that contains the black toner.
	residual toner container	Container for residual toner.

Chapter 3
Quick start

Connect the mains supply cable

Attention:
Make sure the green power switch is in 'off' position.

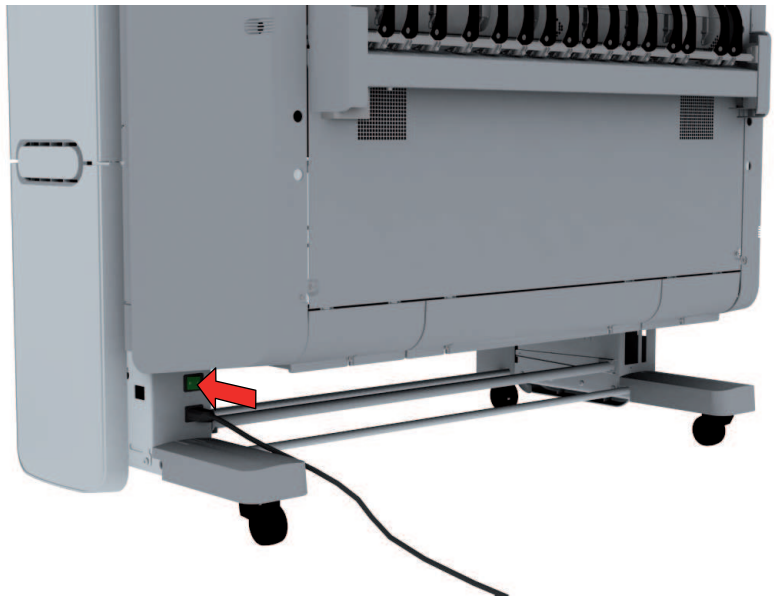
1. Plug in the mains supply cable at the power connection at the back of the printer.



2. Plug the other side of the mains supply cable into the wall socket.

Switch on the printing system

1. Switch on the power switch at the rear side of the printing system.



2. Use the on / off button at the front side of the printer to switch on the printing system.

Note:
You can also use the 'Shut down' button in the Océ Express WebTools.

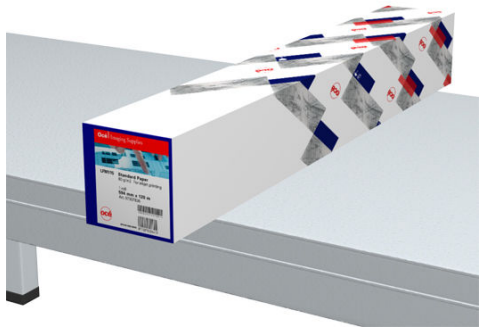
Unpack the media roll

Attention:
Handle the media roll with care. A dented media roll can damage the printer.

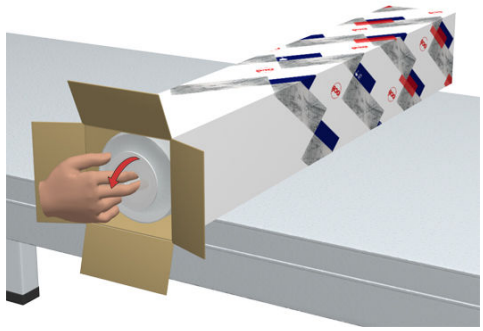
Attention:
Please refer to the list of *'Preferred Océ media types and sizes'* on page 300 to find the corresponding media name that you must select on your user panel.

Attention:
Always write the correct media name inside the core, after you unpack the media roll. In that case, if you replace a media roll before it is empty and you want to re-use it later, you will have the correct media information available.

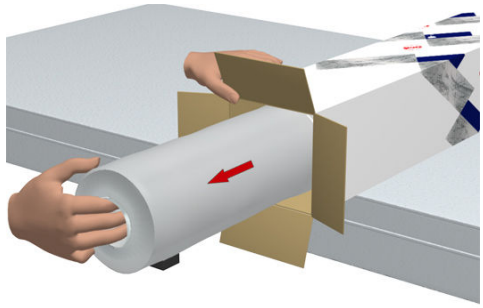
1. Place the media box on a table and open it.



2. Remove the plug from the media roll.



3. Carefully remove the media roll from the box.



4. Remove the other plug and plastic around the media roll.

Load a media roll (position 1)

Note:
When your printing system is equipped with an additional second media roll, it is advised to load an A0 media roll on position 1 and an A2 media roll on position 2.

Attention:
Handle the media roll with care. A dented media roll can damage the printer.

Attention:
Please refer to the list of *'Preferred Océ media types and sizes'* on page 300 to find the corresponding media name that you must select on your user panel.

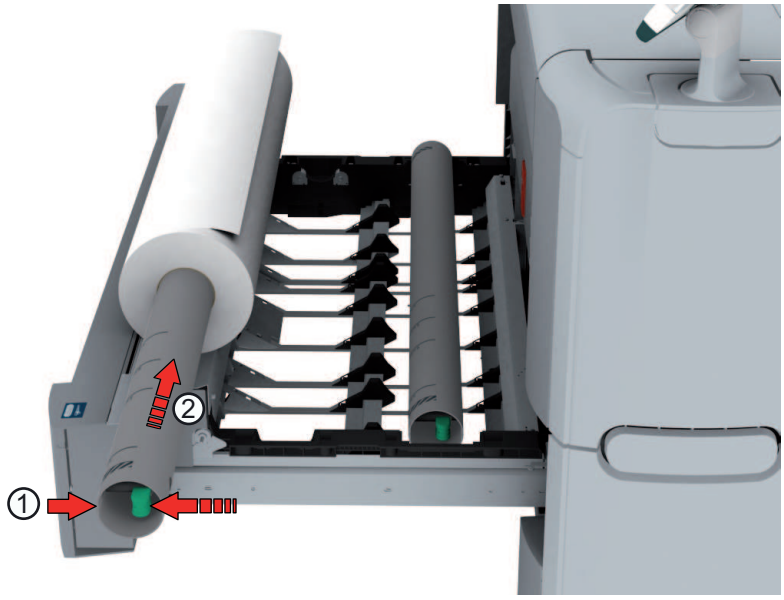
Attention:
Always write the correct media name inside the core, after you unpack the media roll. In that case, if you replace a media roll before it is empty and you want to re-use it later, you will have the correct media information available.

Caution:
Watch your fingers when you handle the media roll.

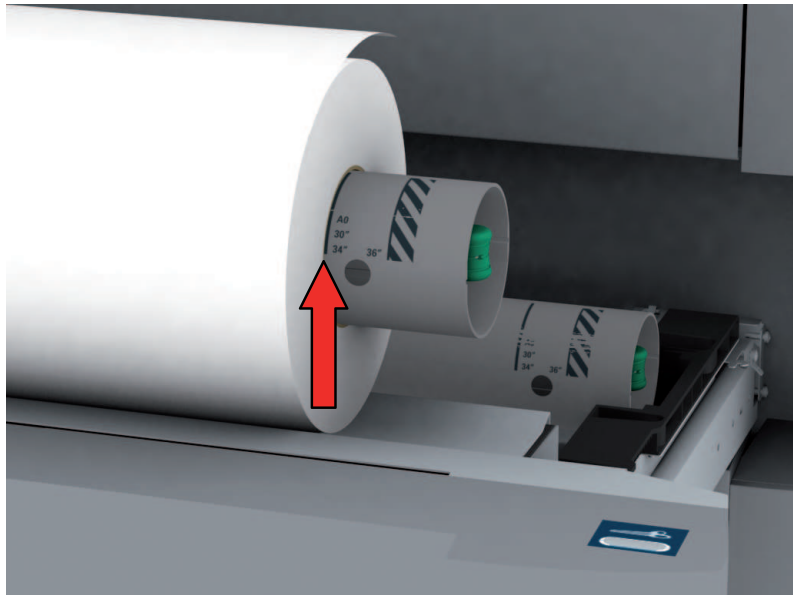
How to load a media roll on position 1

1. Pull firmly to open the media drawer.

2. Place the new media roll on the roll loading station.
3. Pull the handle of the roll holder locking mechanism towards you (1) and slide (2) the roll holder into the right side of the core of the new media roll.

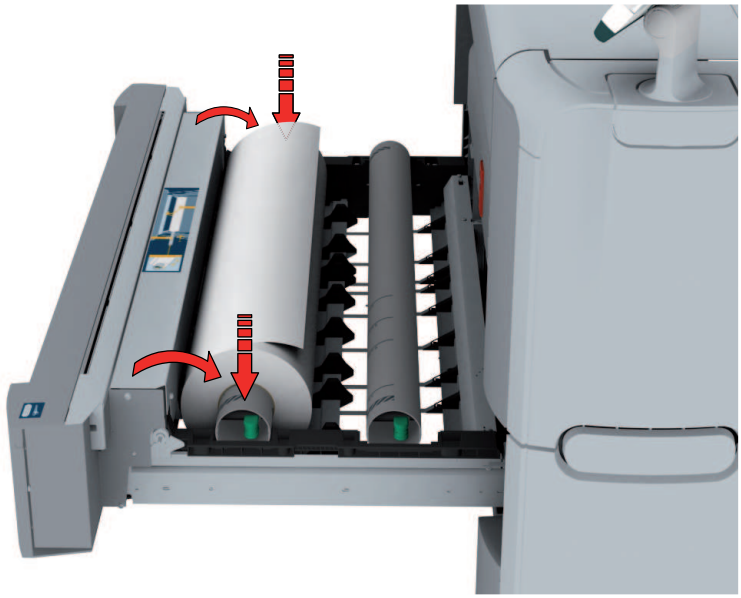


4. Align the roll with the **centre of the correct size indicator** on the roll holder and release the handle of the locking mechanism.

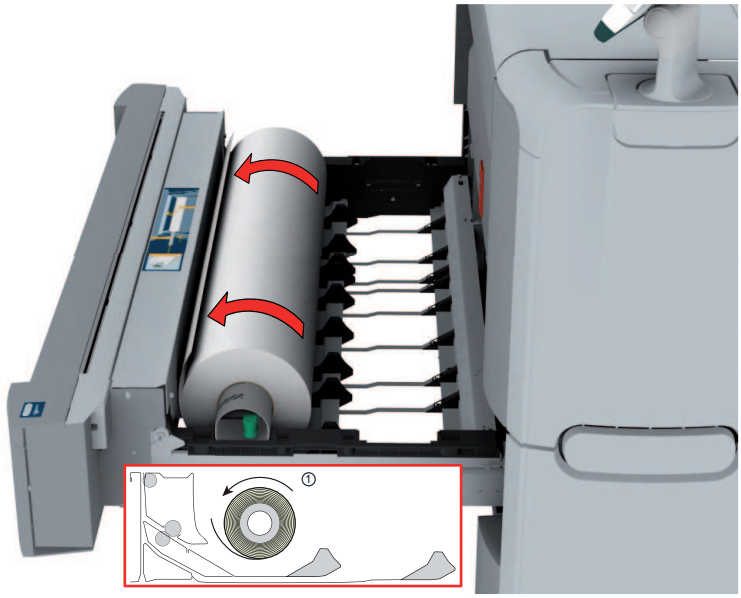


Note:
If you use a B1 media size (707 mm) you must align the media roll with the A1 indent.

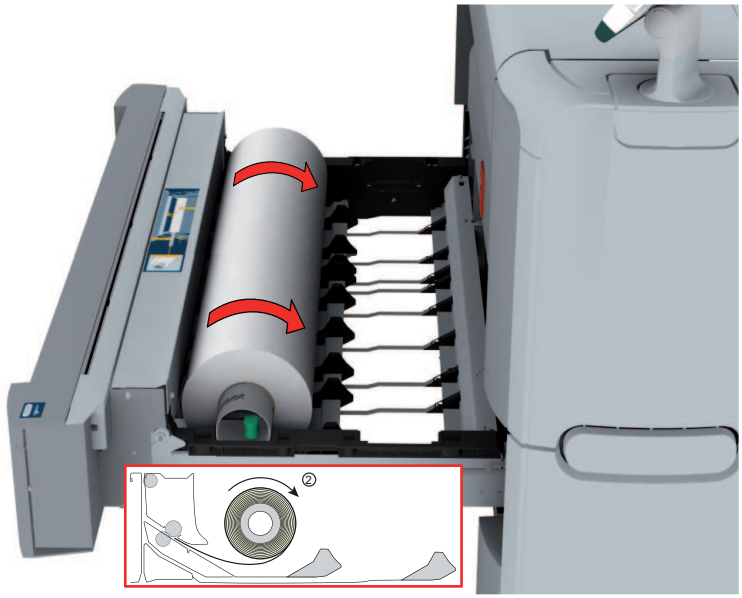
5. Remove the tapes from the new media roll and use both hands (as indicated) to place the media roll in the media drawer.



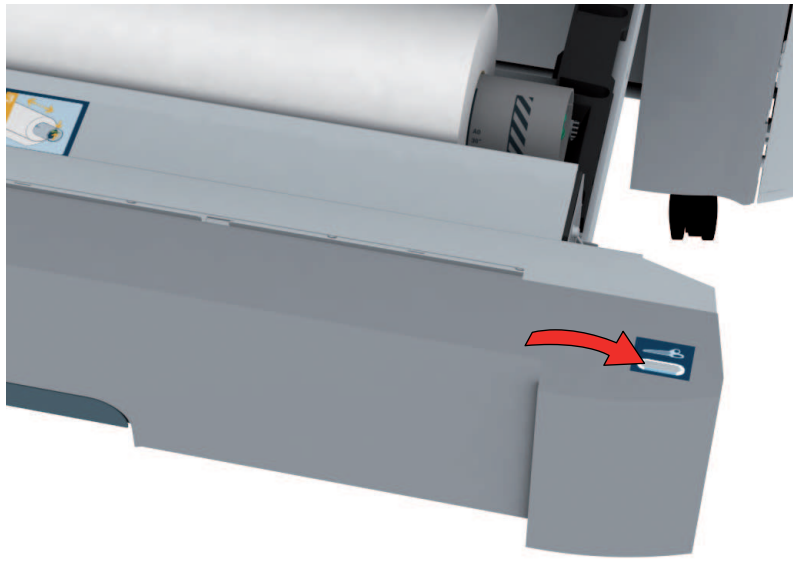
6. Use both hands to turn the media roll backwards (1) until the media flap has passed the metal paper guide.



7. Use both hands to slide the media under the metal paper guide (2) until the media is transported automatically.



8. Press the clean cut button to trim a strip of the new media roll.



9. Close the media drawer.

Note:
Do not open the 'Media drawer' during loading.

10. The user panel displays the message 'New media detected on roll 1' or 'New media detected on roll 2'. Follow the steps in the wizard to define the correct media type. The media size is detected automatically.

Load a media roll (position 2)

Note:
When your printing system is equipped with an additional second media roll, it is advised to load an A0 media roll on position 1 and an A2 media roll on position 2.

Attention:
Handle the media roll with care. A dented media roll can damage the printer.

Attention:
Please refer to the list of *'Preferred Océ media types and sizes'* on page 300 to find the corresponding media name that you must select on your user panel.

Attention:
Always write the correct media name inside the core, after you unpack the media roll. In that case, if you replace a media roll before it is empty and you want to re-use it later, you will have the correct media information available.

Caution:
Watch your fingers when you handle the media roll.

Caution:
If you want to load an A0 media roll on position 2, you must make sure to bend your knees as indicated below.

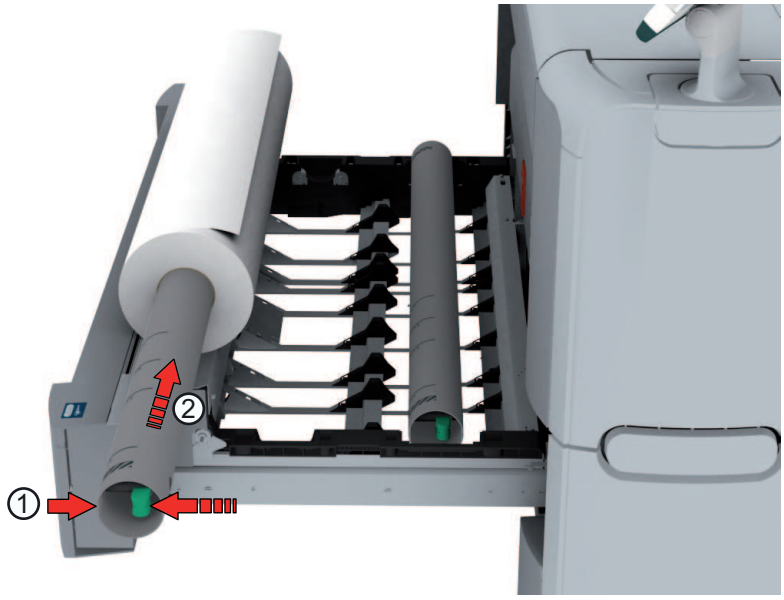
Illustration

[31] Bend your knees when you load an A0 media roll on position 2

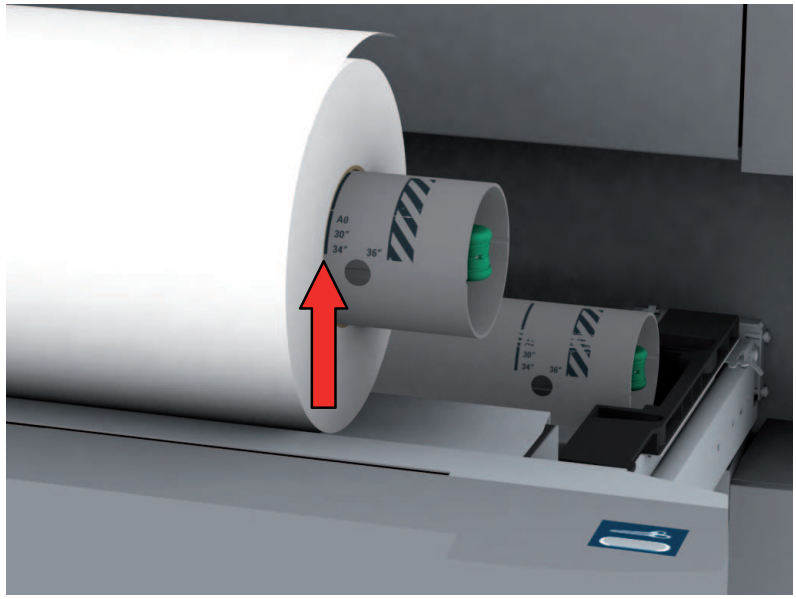
How to load a media roll on position 2

1. Pull firmly to open the media drawer.

2. Place the new media roll on the roll loading station.
3. Pull the handle of the roll holder locking mechanism towards you (1) and slide (2) the roll holder into the right side of the core of the new media roll.

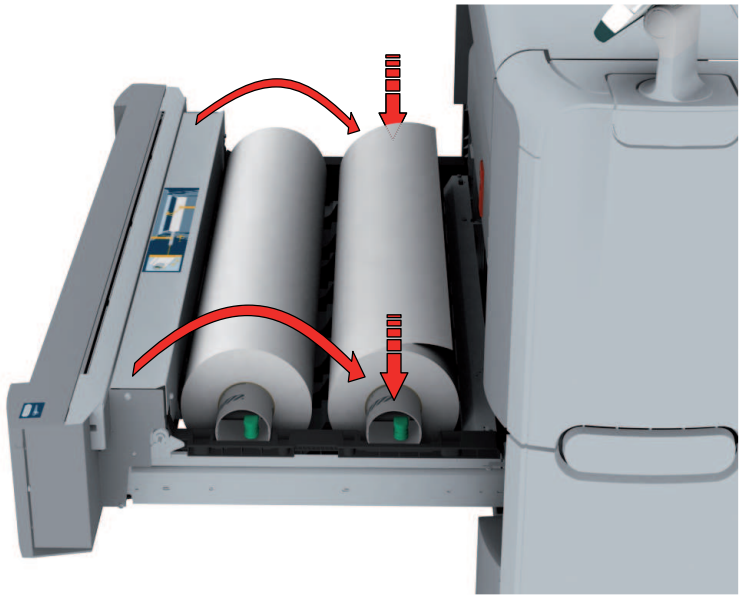


4. Align the roll with the **centre of the correct size indicator** on the roll holder and release the handle of the locking mechanism.

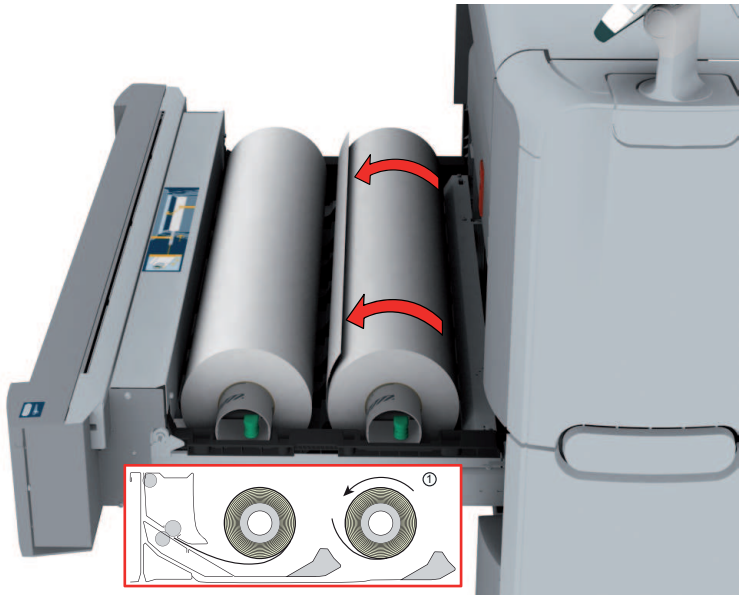


Note:
If you use a B1 media size (707 mm) you must align the media roll with the A1 indent.

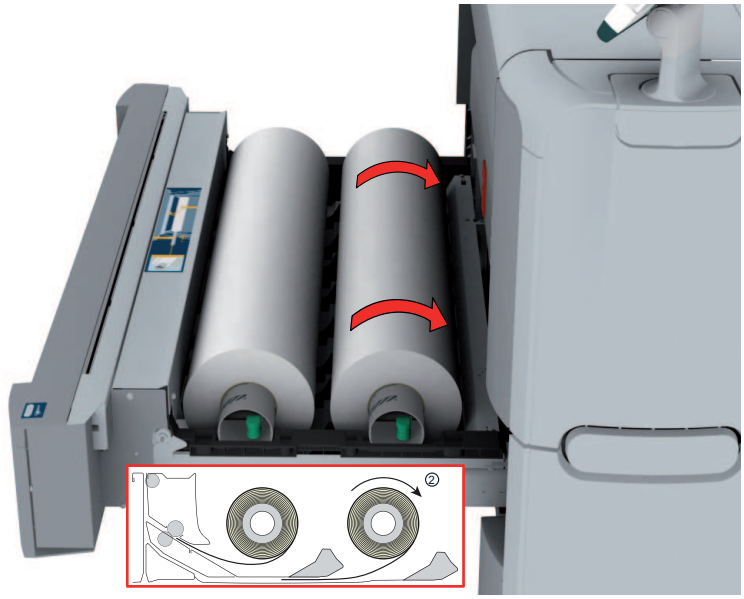
5. Remove the tapes from the new media roll and use both hands (as indicated) to place the media roll in the media drawer.



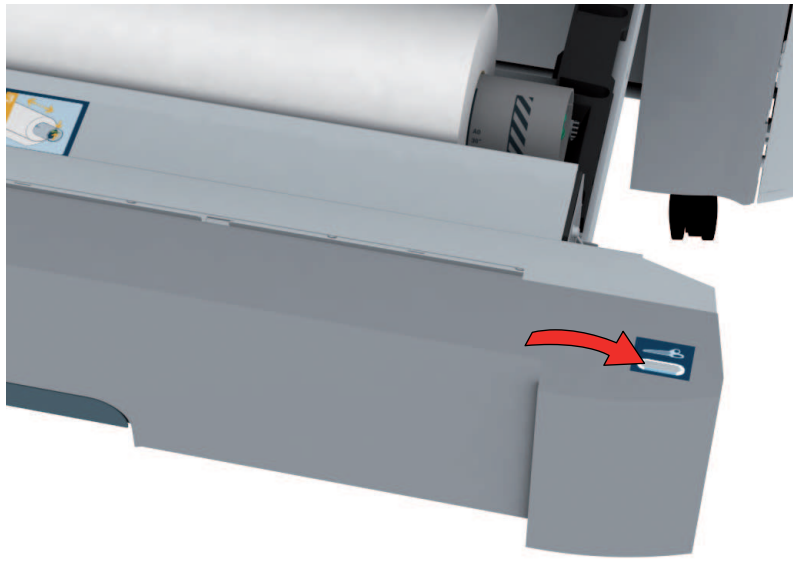
6. Use both hands to turn the media roll backwards (1) until the media flap has passed the metal paper guide.



7. Use both hands to slide the media under the metal paper guide (2) until the media is transported automatically.



8. Press the clean cut button to trim a strip of the new media roll.



9. Close the media drawer.

Note:
Do not open the 'Media drawer' during loading.

10. The user panel displays the message 'New media detected on roll 1' or 'New media detected on roll 2'. Follow the steps in the wizard to define the correct media type. The media size is detected automatically.

The Océ Express WebTools

Introduction

The Océ Express WebTools is an application that runs embedded on the Océ PlotWave 300. You can use an Internet browser (Microsoft® Internet Explorer 6.0 (or higher) or Mozilla Firefox™ 2.0 (or higher) to open the home page of the Océ Express WebTools.

Definition

You can use the Océ Express WebTools to do the following.

- Send print jobs to your Océ PlotWave™ 300 with Océ Publisher Express.
- Access the settings to manage the configuration and preferences of the printing system. To change settings in the Océ Express WebTools you must log in using one of three predefined user roles because the settings are all password protected. (see *'User roles and authorisations'* on page 94)
- Monitor the status of the printing system.

How to access the Océ Express WebTools

To access the Océ Express WebTools do the following.

- Enter the Océ PlotWave 300 Hostname (for example http://OcePlotWave300) in the workstation web browser.
  or
- Enter the Océ PlotWave 300 IP address (for example http://134.188.26.173) in the workstation web browser.

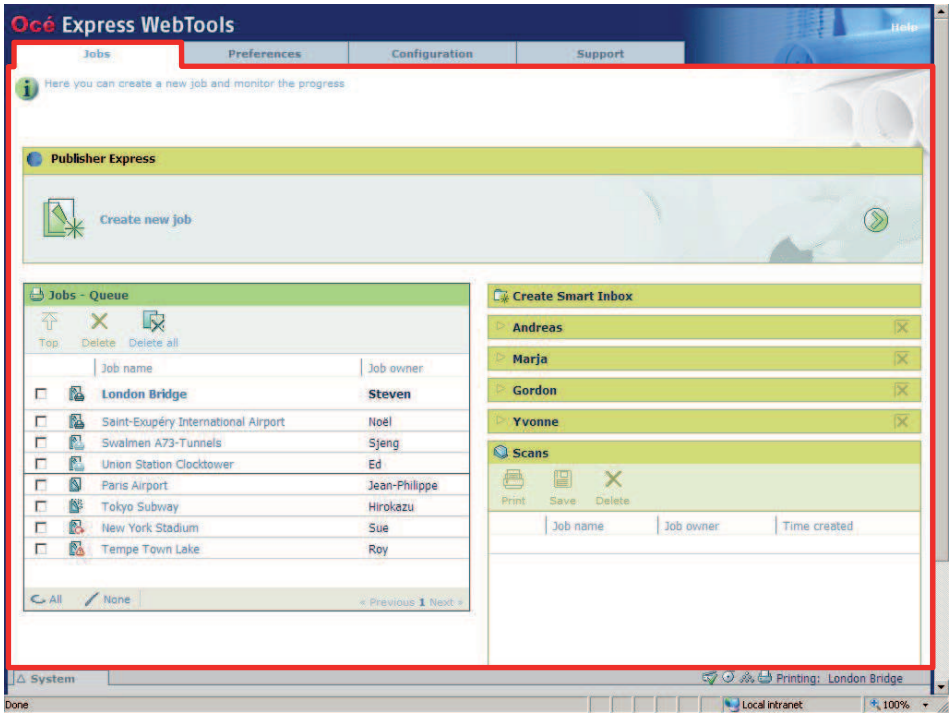
Note:
If the Océ Express WebTools do not appear, contact the network administrator to check the network parameters. Check if the Océ PlotWave™ 300 network settings have been registered in the network infrastructure.

The Smart Inbox

Definition

Smart Inboxes are used for customised job management. You can get an overview of the Smart Inboxes when you open the 'Jobs' tab in the Océ Express WebTools.

Illustration



Jobs in a Smart Inbox

You can use the Smart Inbox to manage your jobs. Define one or more Smart Inbox names that allow you to easily organise and access your jobs.

The following jobs are placed in a Smart Inbox.

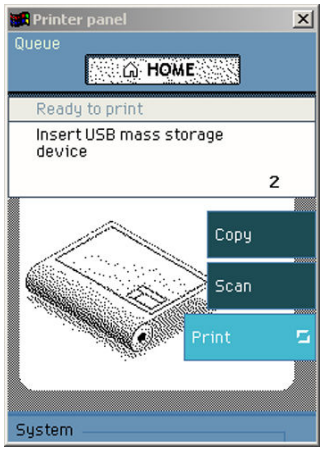
- **Print jobs**, sent via printer drivers, applications or Océ Publisher Express.
  In the printer driver, application or job submitter you can select the Smart Inbox you want tot print to. When you use the Océ Windows® Printer Driver you can also enable or disable 'Direct print'. When 'Direct print' is enabled your print job will be sent to the print queue immediately. When 'Direct print' is disabled your print job is kept in the Smart Inbox and you must send the print job to the print queue manually.

- **Scan jobs**, if the selected scan destination is set to 'Local to the Smart Inbox'.
  If you select a remote scan destination ('Configuration' - 'Scan destinations') it is possible that the scanned file cannot be delivered to this destination. In that case the scanned file will also be placed in the 'Scans' Smart Inbox.
- **Copy jobs**
  If you want your copy jobs to appear in a Smart Inbox, you must enable the 'Preferences' - 'System settings' - 'Smart Inbox management' - 'Display a Smart Inbox with all jobs' setting. Your copy job is then displayed in the 'View all' Smart Inbox. The 'Preferences' - 'System settings' - 'Smart Inbox management' - 'Save printed jobs in a Smart Inbox' - setting determines if copy jobs that have been printed will be kept in the Smart Inbox for reprint or not.

Easy printing, copying and scanning

Print a file from a USB mass storage device

1. Insert USB mass storage device in the USB flash drive interface on the user panel.
2. The system automatically selects the print tab.



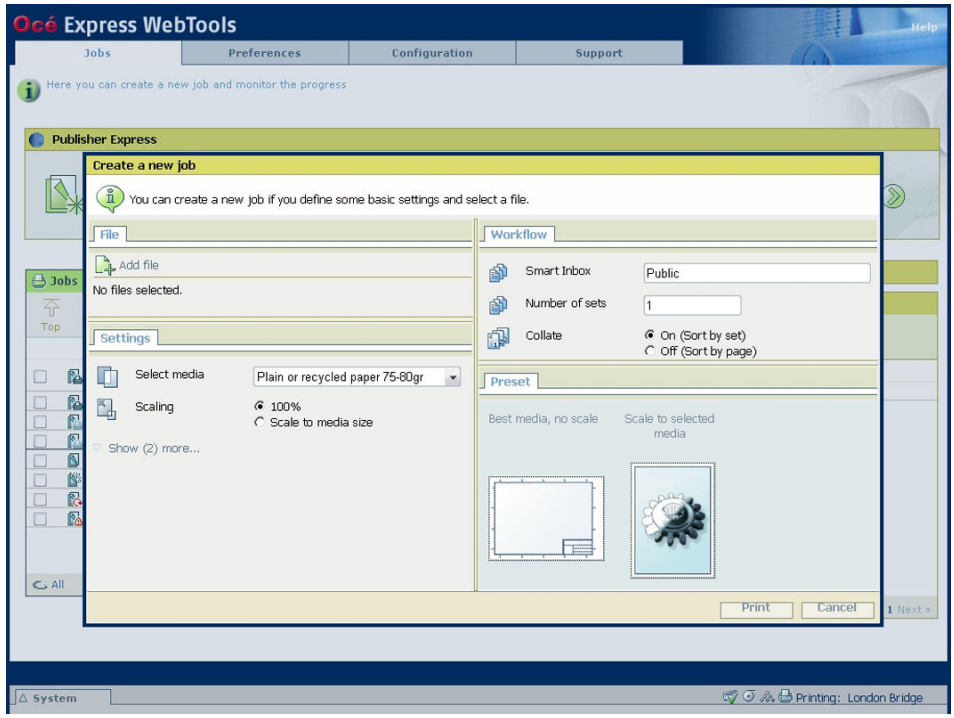
3. Open the print tab with the confirmation button above the scroll wheel.
   The content of your USB mass storage device is displayed.
4. Use the scroll wheel to browse to the job you want to print.
5. Use the green button to start printing.

Use Océ Publisher Express to send a print job

Introduction

Océ Publisher Express is a job submitter that is integrated in the Océ Express WebTools.

Illustration



How to use Océ Publisher Express to send a print job

Step	Action	Remarks
1	Open your web browser.	Use one of the following web browsers ■ Microsoft® Internet Explorer 6.0 (or higher) ■ Mozilla Firefox™ 2.0 (or higher)

Step	Action	Remarks
2	Enter the URL **http://'printer name'** in your workstation browser to connect to the Océ Express WebTools.	'Printer name' is the name of your Océ PlotWave 300 printer.
3	Open the 'Jobs' - tab.	This tab displays the following. ■ The Océ Publisher Express section. ■ An overview of all jobs that are currently available in the 'Jobs - Queue'. ■ An overview of all the Smart Inboxes that currently contain on or more jobs.
4	Click on 'Create new job' in the Océ Publisher Express section.	A separate window opens.
5	Click on 'Add file' and use the **Browse...** button to select the file you want to print.	You can print documents with the following data formats ■ - HP-GL - .hp, .hpg, .hpgl ■ - HP-GL/2 - .hp2 ■ - HP RTL - .rtl ■ - CALS - .cls, .cal ■ - NIRS - .nir, .nif ■ - CalComp - .cc, .906, .907, .951, .crf, .pci ■ - Edmics (C4) - .c4 ■ - TIFF - .tif ■ - PostScript 3 - .ps (optional) ■ - PDF - .pdf (optional) ■ - JPEG - .jpg, .jpeg ■ - DWF, DWF/X
6	Select the 'Preset' and change the 'Settings' if necessary.	Job settings that you change in Océ Publisher Express always overrule the default settings defined in the Océ Express WebTools.
7	In the 'Workflow' section enter the name of the Smart Inbox you want to print to and click 'Print' to send the print job to the Smart Inbox.	You can easily create a new Smart Inbox if you enter a new Smart Inbox name.

Print a job from the Smart Inbox

How to print a job from the Smart Inbox using the Océ Express WebTools

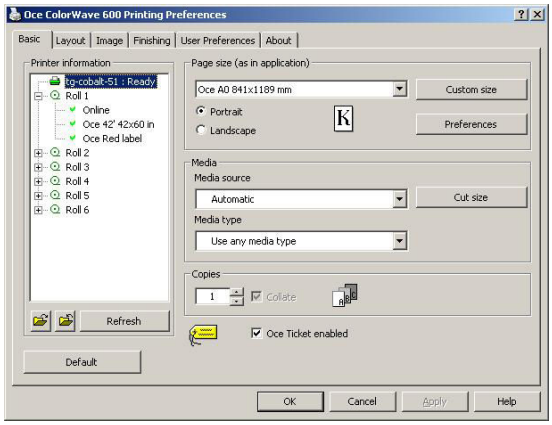
1. Select the 'Jobs' tab in the Océ Express WebTools.
2. Select the job and click 'Print'. The job is copied into the Job Queue.

Use the Océ Windows® Printer Driver to send a print job

Introduction

Océ provides the Océ Windows® Printer Driver that allows you to send print jobs to your Océ PlotWave™ 300. This driver is a mixed raster-vector HP-GL/2 printer driver that allows you to print from any application under Windows 2000®, Windows XP®, Windows Vista® or Windows Server® 2003 to your Océ printer.

Illustration



How to use the Océ Windows® Printer Driver to send a print job

Step	Action	Remarks
1	Open the file that you want to print in the source application.	AutoCAD® 2000 or any other Windows application
2	From the 'File' menu of the application, click 'Print'.	
3	Select the Océ PlotWave™ 300 in the 'Printer' area of the 'Print' dialogue box.	
4	Click 'Properties'.	You can define the default print job settings in the Océ Express WebTools.

Step	Action	Remarks
5	In the 'Basic' tab activate 'Océ Ticket enabled' to overrule the default values for the job settings.	
6	Check all tabs in the driver and change the default settings if necessary.	
7	Click 'OK' to send the print job to the print queue.	

Note:
More information about how to install, configure and use the driver is available in the documentation provided with the Océ Windows® Printer Driver.

- the Océ Windows® Printer Driver Online Help
- the Océ Windows® Printer Driver User manual

Note:
The Océ PlotWave™ 300 is delivered with a driver pack CD-ROM. You can also download the latest Océ drivers, free of charge, from our Web site www.oce.com.

Use the Océ PostScript® 3 Driver to send a print job

Introduction

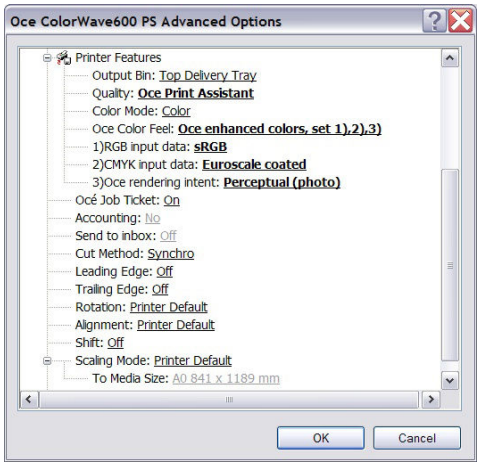
Océ provides the Océ PostScript® 3 Driver that allows you to send print jobs to your Océ PlotWave™ 300.

Note:
You need a license to be able to print PostScript® files on the Océ PlotWave™ 300.

Note:
More information about how to install, configure and use the driver is available in the documentation provided with the Océ PostScript® 3 Driver.

- the Océ PostScript® 3 Driver Online Help
- the Océ PostScript® 3 Driver Installation manual

Illustration



How to use the Océ PostScript® 3 Driver to send a print job

Step	Action	Remarks
1	Open the file that you want to print in the source application.	

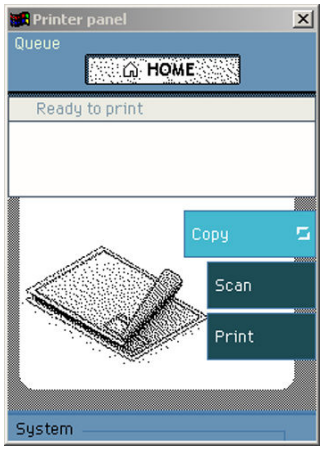
Step	Action	Remarks
2	From the 'File' menu of the application, click 'Print'.	
3	Select the Océ PlotWave™ 300 in the 'Printer' area of the 'Print' dialogue box.	
4	Click 'Properties'.	You can define the default print job settings in the Océ Express WebTools.
5	Activate the Océ Job Ticket to overrule the default values for the job settings.	
6	Check and change the Printer Features settings if necessary.	
7	Click 'OK' to send the print job to the print queue.	

Make a 1:1 copy of a CAD drawing

1. Feed the original face up and centred on the original feeding table.

Note:
You do not need to centre the original precisely. The exact position of the original is automatically detected by the scanner.

The 'Copy' tab is automatically activated on the user panel.



Note:
The description of the first default copy template is displayed ('1:1 copy, CAD drawing'). With a copy template you can pre-define the settings you need for a copy job. You only need to set the job settings once and you can store the settings in a job template that is presented on the user panel. You can re-use the job template for each next job without the need to redefine all the settings every time. (see *'Define the copy job preferences and copy templates'* on page 125).

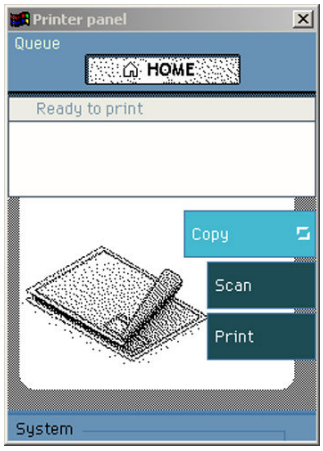
2. Press the green button.
After the scan procedure the scanner always holds the original. You can release the original if you select 'Release paper' on the user panel.

Make a 1:1 copy of a colour drawing

1. Feed the original face up and centred on the original feeding table.

Note:
You do not need to centre the original precisely. The exact position of the original is automatically detected by the scanner.

The 'Copy' tab is automatically activated on the user panel.



2. Open the 'Copy' tab with the confirmation button above the scroll wheel.

3. Use the scroll wheel to select copy template 2 ('1:1 copy, colour drawing').

Note:
With a copy template you can pre-define the settings you need for a copy job. You only need to set the job settings once and you can store the settings in a job template that is presented on the user panel. You can re-use the job template for each next job without the need to redefine all the settings every time. (see *'Define the copy job preferences and copy templates'* on page 125).

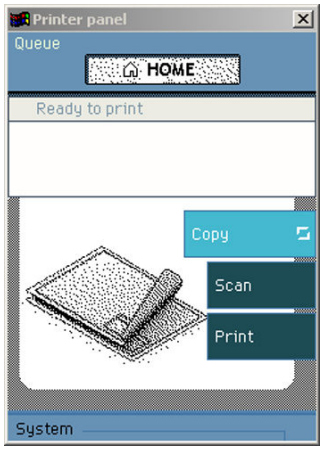
4. Press the green button.
After the scan procedure the scanner always holds the original. You can release the original if you select 'Release paper' on the user panel.

Make a scaled copy (50%) of a CAD drawing

1. Feed the original face up and centred on the original feeding table.

Note:
You do not need to centre the original precisely. The exact position of the original is automatically detected by the scanner.

The 'Copy' tab is automatically activated on the user panel.



2. Open the 'Copy' tab with the confirmation button above the scroll wheel.

3. Use the scroll wheel to select copy template 3 ('Reduce copy by 50%').

Note:
With a copy template you can pre-define the settings you need for a copy job. You only need to set the job settings once and you can store the settings in a job template that is presented on the user panel. You can re-use the job template for each next job without the need to redefine all the settings every time. (see *'Define the copy job preferences and copy templates'* on page 125).

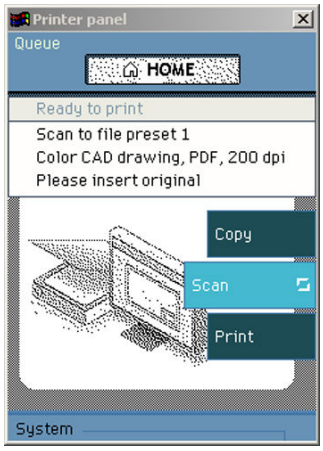
4. Press the green button.
After the scan procedure the scanner always holds the original. You can release the original if you select 'Release paper' on the user panel.

Scan a CAD drawing to TIFF format

1. Feed the original face up and centred on the original feeding table.

Note:
You do not need to centre the original precisely. The exact position of the original is automatically detected by the scanner.

2. Select 'Scan' on the user panel.



Note:
The description of the first default scan template is displayed ('CAD to TIFF'). With a scan template you can pre-define the settings you need for a scan job. You only need to set the job settings once and you can store the settings in a job template that is presented on the user panel. You can re-use the job template for each next job without the need to redefine all the settings every time. (see *'Define the scan job preferences and scan templates'* on page 130).

3. Press the green button.
After the scan procedure the scanner always holds the original. You can release the original if you select 'Release paper' on the user panel.

Result

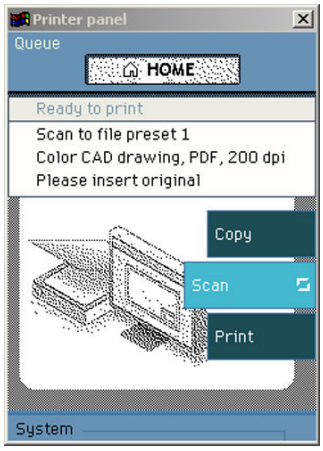
The scanned TIFF file is placed in the Smart Inbox 'Scans'. You can access this Smart Inbox via the'Jobs' tab in the Océ Express WebTools.

Scan a CAD drawing to colour PDF

1. Feed the original face up and centred on the original feeding table.

Note:
You do not need to centre the original precisely. The exact position of the original is automatically detected by the scanner.

2. Select 'Scan' on the user panel.



3. Open the 'Scan' tab with the confirmation button above the scroll wheel.

4. Use the scroll wheel to select scan template 2 ('CAD to colour PDF').

Note:
With a scan template you can pre-define the settings you need for a scan job. You only need to set the job settings once and you can store the settings in a job template that is presented on the user panel. You can re-use the job template for each next job without the need to redefine all the settings every time. (see *'Define the scan job preferences and scan templates'* on page 130).

5. Press the green button.
After the scan procedure the scanner always holds the original. You can release the original if you select 'Release paper' on the user panel.

Result

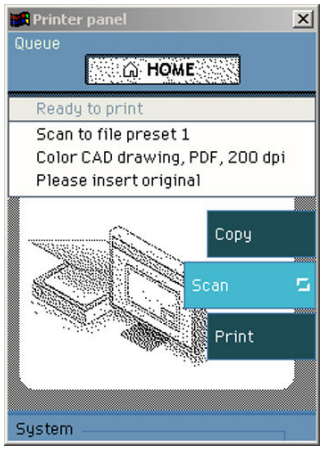
The scanned PDF file is placed in the Smart Inbox 'Scans'. You can access this Smart Inbox via the'Jobs' tab in the Océ Express WebTools.

Scan a photo to a USB mass storage device

1. Feed the original face up and centred on the original feeding table.

Note:
You do not need to centre the original precisely. The exact position of the original is automatically detected by the scanner.

2. Select 'Scan' on the user panel.



3. Open the 'Scan' tab with the confirmation button above the scroll wheel.

4. Use the scroll wheel to select scan template 3 ('Photo to USB').

Note:
With a scan template you can pre-define the settings you need for a scan job. You only need to set the job settings once and you can store the settings in a job template that is presented on the user panel. You can re-use the job template for each next job without the need to redefine all the settings every time. (see *'Define the scan job preferences and scan templates'* on page 130).

5. Press the green button.
   After the scan procedure the scanner always holds the original. You can release the original if you select 'Release paper' on the user panel.
6. 'Insert USB mass storage device'. This message is displayed on the user panel.

Result

The system creates a sub-directory "scans_x" on the USB mass storage device and stores the scanned file of the photo in this sub-directory in JPEG format.

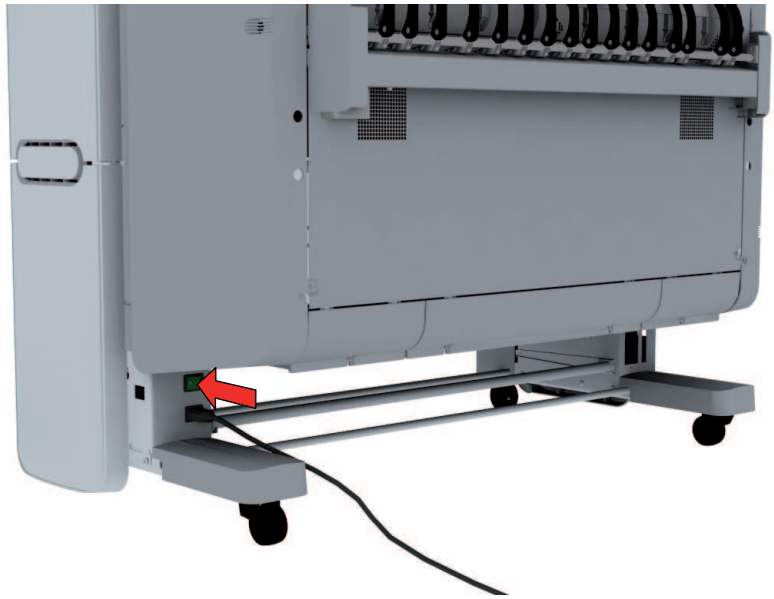
Switch off the printing system

1. Use the on / off button at the front side of the printer to switch off the printing system. The lighted button starts to blink.

Note:
You can also use the 'Shut down' button in the Océ Express WebTools.

Attention:
Wait until the on / off button stops blinking.

2. Switch off the power switch at the rear side of the printing system.



Chapter 4
Define your workflow with the Océ Express WebTools

Introduction

The Océ Express WebTools

Introduction

The Océ Express WebTools is an application that runs embedded on the Océ PlotWave 300. You can use an Internet browser (Microsoft® Internet Explorer 6.0 (or higher) or Mozilla Firefox™ 2.0 (or higher) to open the home page of the Océ Express WebTools.

Definition

You can use the Océ Express WebTools to do the following.

- Send print jobs to your Océ PlotWave™ 300 with Océ Publisher Express.
- Access the settings to manage the configuration and preferences of the printing system. To change settings in the Océ Express WebTools you must log in using one of three predefined user roles because the settings are all password protected. (see *'User roles and authorisations'* on page 94)
- Monitor the status of the printing system.

How to access the Océ Express WebTools

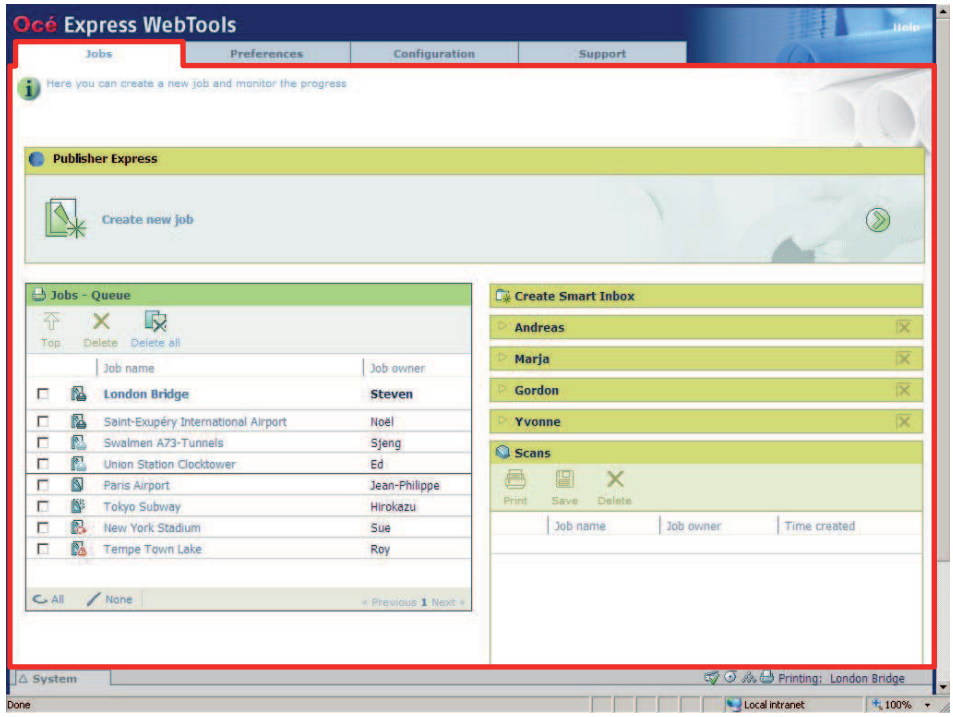
To access the Océ Express WebTools do the following.

- Enter the Océ PlotWave 300 Hostname (for example http://OcePlotWave300) in the workstation web browser.
  or
- Enter the Océ PlotWave 300 IP address (for example http://134.188.26.173) in the workstation web browser.

Note:
If the Océ Express WebTools do not appear, contact the network administrator to check the network parameters. Check if the Océ PlotWave™ 300 network settings have been registered in the network infrastructure.

The 'Jobs' tab

Illustration



The 'Jobs' tab

Note:
Editable for any user. For some specific actions you must log on as a Key operator. (see *'User roles and authorisations'* on page 94)

Your remote control of the system's workflow.

Tasks:

Create a new job from a printable file in the Océ Publisher Express section.

- To submit a new job click 'Create new job'. A new window opens, where you can define some basic job settings and where you can browse to the file you want to print. (see *'Use Océ Publisher Express to send a print job'* on page 151)

Monitor jobs in the 'Jobs - Queue' section.

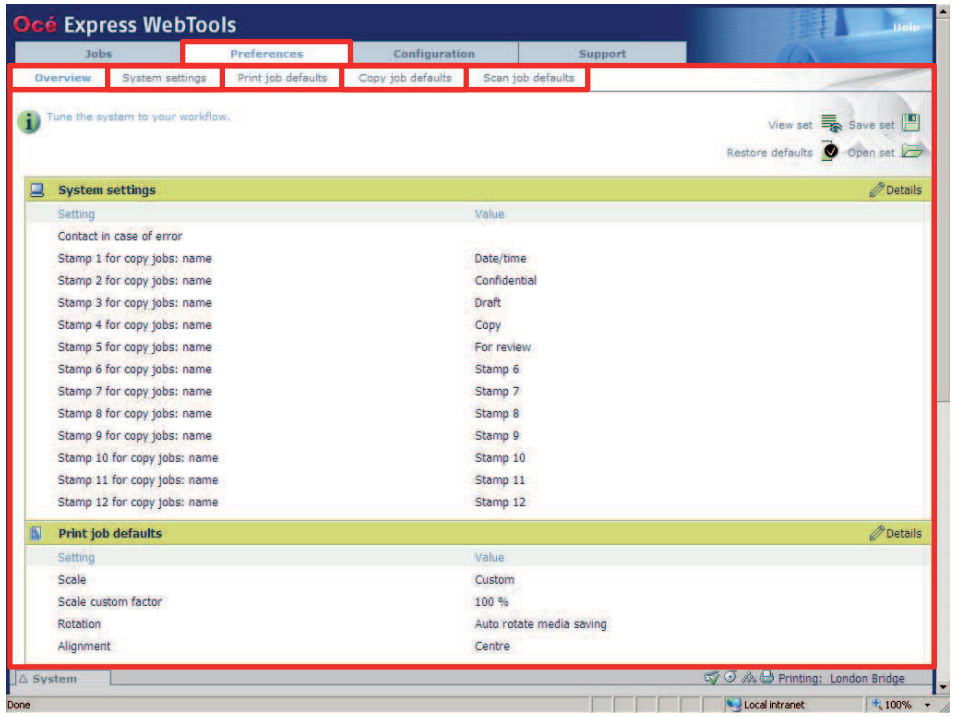
- This section gives an overview of the jobs in the queue, waiting to be printed. The buttons on top of the 'Jobs - Queue' section allow you to move a selected job to the top of the queue or to delete the job. If you click 'Delete all' all jobs are deleted from the queue. (see *'The Smart Inbox and Jobs Queue concept'* on page 136)

Control your jobs in the 'Smart Inbox' section (group jobs, make settings, start jobs/sets). This section enables you to do the following.

- When you click 'Create Smart Inbox' and enter a name, the new Smart Inbox immediately appears in the Smart Inbox overview (see *'Open or create a Smart Inbox'* on page 142).
- Get an overview of all the Smart Inboxes that you created on your system. When you select a print job in the Smart Inbox you can use the buttons on top of the Smart Inbox section to print, edit or delete the job. You can also *'Delete a Smart Inbox'* on page 143.
- Get an overview of all scan jobs. All scan jobs are placed in the Smart Inbox 'Scans'. When you select a scan job you can use the buttons on top of the Smart Inbox 'Scans' section to print, save or delete the scan job.
- Get an overview of all jobs on the system. Only when you enable the 'Preferences' - 'System settings' - 'Smart Inbox management' - 'Display a Smart Inbox with all jobs' setting, the Smart Inbox 'View all' displays all the jobs. When you select a job you can use the buttons on top of the Smart Inbox 'View all' section to print, edit or delete the job. If you click 'Delete all', all jobs are deleted from the system.

The 'Preferences' tab

Illustration



The 'Preferences' tab

Note:
Before you can edit a setting or a settings group, you must log on as a Key operator or a Power user. (see *'User roles and authorisations'* on page 94)

Fine tune the system to fit your company's workflow and processes.

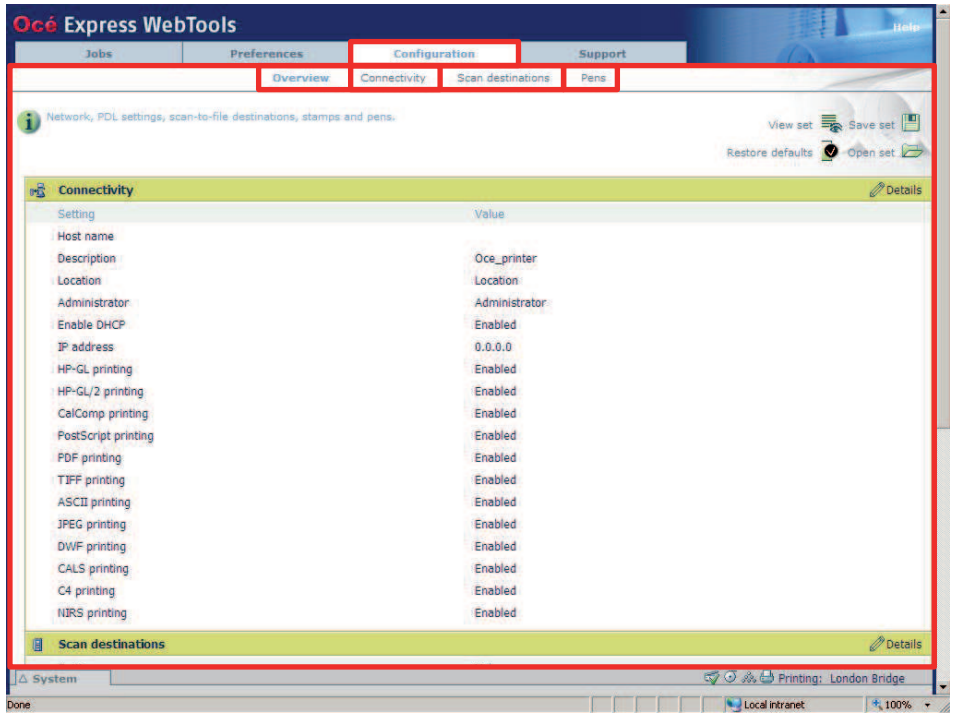
Tasks:

- 'Overview'
  Summary of the settings organised in different groups.
- 'System settings'
- 'Print job defaults'
- 'Copy job defaults'
- 'Scan job defaults'

(see also *'What you need to know about default settings'* on page 119)

The 'Configuration' tab

Illustration



The 'Configuration' tab

Note:
Before you can edit a setting or a settings group, you must log on as a System administrator or a Power user. (see *'User roles and authorisations'* on page 94)

Install the system in your infrastructure, according your standards.

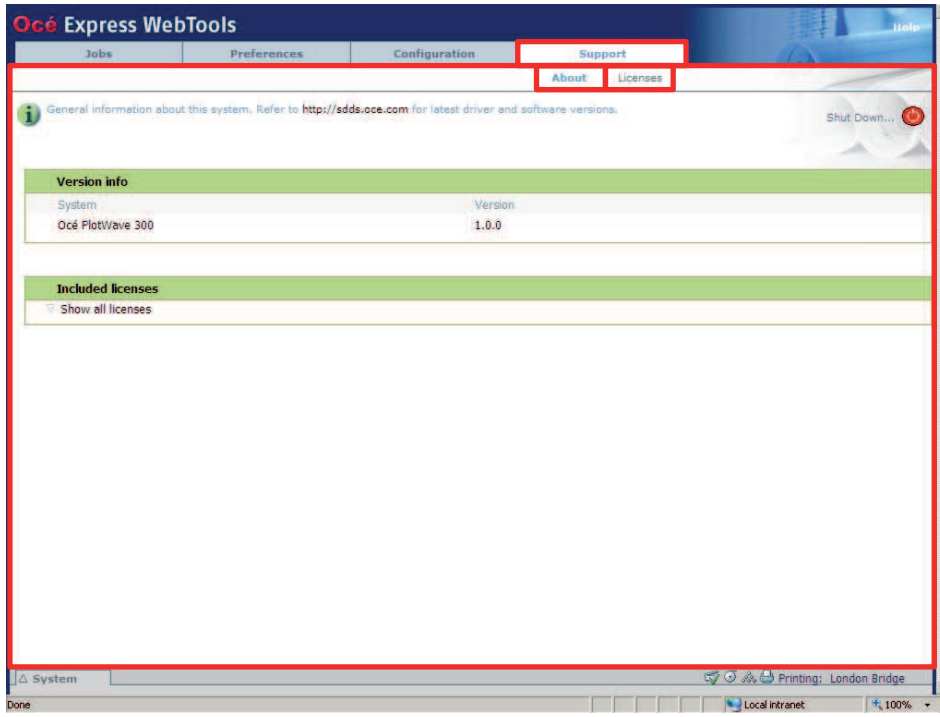
Tasks:

- 'Overview'
  Summary of the settings organised in different groups.
- 'Connectivity'
  (see *'Configure the network settings in the Océ Express WebTools'* on page 110)
- 'Scan destinations'
  (see *'Configure a local scan destination'* on page 113)

- 'Pens'

The 'Support' tab

Illustration



The 'Support' tab

Note:
Before you can access licenses you must log on as a System administrator or a Power user. (see *'User roles and authorisations'* on page 94)

Tasks that require contact with Océ.

Tasks:

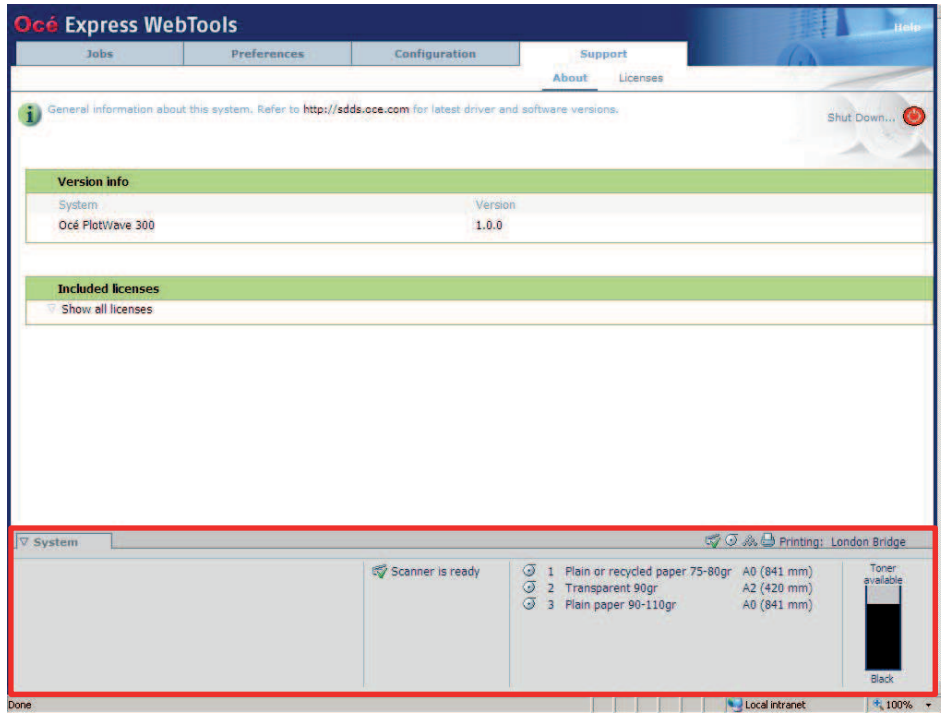
'About'
- Information about the Océ PlotWave 300 system software version.

'Licenses'
- *'Check your licenses'* on page 286
- *'Save the currently active licenses'* on page 288

- Information to order a new license
- *'Install a new license'* on page 289

The 'System' tab

Illustration



The 'System' tab

Your remote view on the system.

This tab can be accessed by any user.

The 'System' tab is visible on all pages at the bottom of the page. When you click on the 'System' tab in the lower left corner of the screen, the system monitor pops-up.

Monitoring:

- The toner status.
- The available media on the printer.
- The system status (for example 'Printer paused', 'Ready to print', 'Sleeping...').
- The active job.

Set another language for the Océ Express WebTools

Introduction

The language setting of the internet browser you use defines the language in which the user interface of the Océ Express WebTools is displayed.

Note:
This language setting does not influence the language on the user panel. On the user panel you can only toggle between the 'First language' and the 'Second language'. You can define the values for the 'First language' and the 'Second language' in the regional settings of the Océ Express WebTools (see *'Change the regional settings'* on page 108).

Note:
If the selected language cannot be supported, the standard user interface language for the Océ Express WebTools will be US English.

Purpose

Change the language setting of the user interface of the Océ Express WebTools.

How to change the language setting in Microsoft® Internet Explorer

1. Open Microsoft® Internet Explorer.
2. Select Tools menu - Internet options. The internet options window appears.
3. Make sure the General tab is selected.
4. Click the Languages button in the lower part of the window. Another window opens.
5. Select the language of your choice. A new language can be added to the list with the Add button.
6. Move the newly added language up in the list to the top position.
7. Click OK to confirm or Cancel to close both windows again.
8. Click Refresh in the toolbar or open another page. The language of the application will be changed.

Note:
It is possible that the internet options are put under a different menu, depending on the Microsoft® Internet Explorer version you use.

How to change the language setting in Mozilla Firefox™

1. Open Mozilla Firefox™.
2. Select the Extra menu - Options. The Options window appears.
3. Click the Advanced button and make sure you have selected the General tab.
4. In the Languages section click the Choose... button. Another window opens.
5. Select the language of your choice. A new language can be added to the list with the Add button.
6. Move the newly added language up in the list to the top position.
7. Click OK to confirm or Cancel to close both windows again.
8. Click Reload in the toolbar or open another page. The language of the application will be changed.

User roles and authorisations

Introduction

The settings in the Océ Express WebTools can be configured and managed to enable the optimal performance of the Océ PlotWave™ 300.
You can view all the settings in the Océ Express WebTools but when you want to edit a setting, a message appears. This message indicates that the setting is password protected. You must log in, before you have the rights and authorisations to change a setting. Logging in requires a password.

Overview of user roles and authorisations

The table below displays the different user roles and the authorisations that belong to the role.

User role	Description
'Key operator'	Besides the normal use of the system, the Key operator takes care of the systems daily maintenance and is authorised to change all default settings in the 'Preferences' tab of the Océ Express WebTools.
'System administrator'	The System administrator takes care of the integration of the system into the IT-infrastructure of the customer. The System administrator is authorised to change all settings in the 'Configuration' tab of the Océ Express WebTools.
'Power user'	The Power user is authorised to access all functionality of the Océ Express WebTools.

Note:
You do not need a password for the normal use of the system.

Log in as an authorised user

Purpose

In order to have write access for certain groups of settings, you must log in as an authorised user. There are 3 user roles, System administrator, Key operator and Power user who have authorisation to edit specific groups of settings. You do not need to log in before you start a session. The system will only display a message when you need to log in to perform an action.

Before you begin

Navigate through the tabs and select the value of a setting you wish to change.

How to log in as an authorised user

1. After you click the value of the setting you want to edit, a log in window appears.
2. You can select a user role from the drop down list.

Note:
The user role with the required authorisation is already selected.

3. Enter the password.

Note:
If the password is entered incorrectly, a message appears. You can enter the password again.

4. Click 'Ok' to confirm your entry.

Note:
Once you have logged in, the log in lasts for the duration of the browser session. If you have not been active for more than 30 minutes, the session expires and you need to login again.

Note:
For security reasons it may be useful to periodically change the password for the 3 access modes (Key operator, System administrator, Power user) to the Océ Express WebTools.

Log out after your session

Purpose

When you have finished the modification of a setting, it is advised to log out again.

How to log out after you have finished your session

1. Click the log out hyperlink in the **top right-hand corner** of the screen.
   or
2. Close the screen of your internet browser.

Change the password for authorised users

When to do

For security reasons it is advised to periodically change the password for the 3 access modes (Key operator, System administrator, Power user) to the Océ Express WebTools.

How to change the password for authorised users

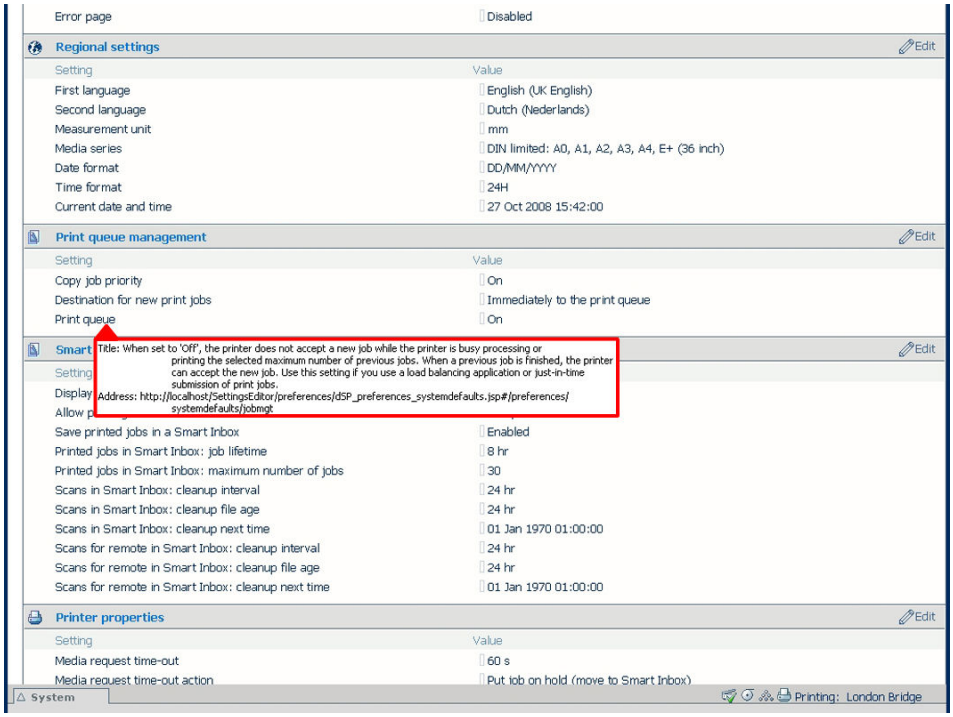
1. Click 'Configuration' - 'Connectivity' - 'Passwords'.
2. Expand the 'Passwords' section.
3. Depending on the password you want to change select 'Key operator password', 'System administrator password' or 'Power user password'. A secondary window appears.
4. Log in as Key operator to change the key operator password. The default key operator password is KeyOp.
   Log in as System administrator to change the system administrator password. The default system administrator password is SysAdm.
   Log in as Power user to change all the passwords. The default power user password is PowUsr.

Note:
The passwords are case sensitive. You can enter the following range:
A-Z
a-z
0-9
- _@#$%^*()\?/
You cannot use Chinese, Cyrillic or Japanese characters.

5. Enter the new password twice to confirm your input. The password is hidden.
6. Click 'Ok' to confirm your entries or 'Cancel' to reject your entries.

How to edit a setting

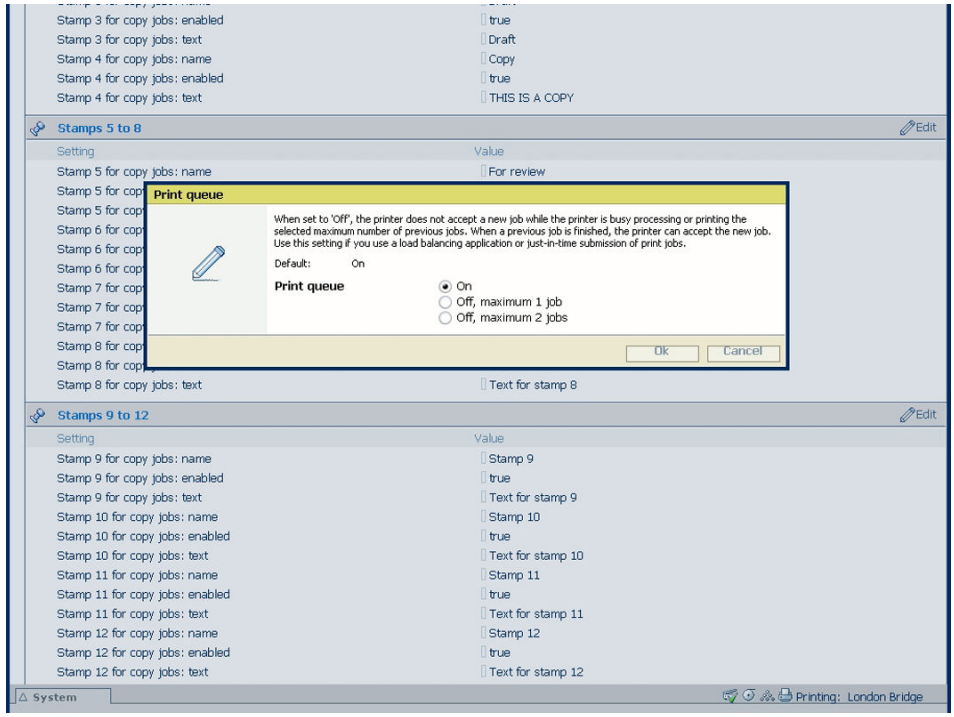
1. Browse to the settings group you want to edit, for example 'Preferences' - 'System settings' - 'Print queue management'.
   You can find detailed information about the settings in the tooltip. The illustration below shows, for example, the tooltip information of the 'Print queue' setting.


Error page
Disabled
Regional settings
Edit
Setting
Value
First language
English (UK English)
Second language
Dutch (Nederlands)
Measurement unit
mm
Media series
DIN limited: A0, A1, A2, A3, A4, E+ (36 inch)
Date format
DD/MM/YYYY
Time format
24H
Current date and time
27 Oct 2008 15:42:00
Print queue management
Edit
Setting
Value
Copy job priority
On
Destination for new print jobs
Immediately to the print queue
Print queue
On
Title: When set to 'Off', the printer does not accept a new job while the printer is busy processing or printing the selected maximum number of previous jobs. When a previous job is finished, the printer can accept the new job. Use this setting if you use a load balancing application or just-in-time submission of print jobs.
Address: http://localhost/SettingsEditor/preferences/d5P_preferences_systemdefaults.jsp#/preferences/systemdefaults/jobmgt
Edit
Setting
Save printed jobs in a Smart Inbox
Enabled
Printed jobs in Smart Inbox: job lifetime
8 hr
Printed jobs in Smart Inbox: maximum number of jobs
30
Scans in Smart Inbox: cleanup interval
24 hr
Scans in Smart Inbox: cleanup file age
24 hr
Scans in Smart Inbox: cleanup next time
01 Jan 1970 01:00:00
Scans for remote in Smart Inbox: cleanup interval
24 hr
Scans for remote in Smart Inbox: cleanup file age
24 hr
Scans for remote in Smart Inbox: cleanup next time
01 Jan 1970 01:00:00
Printer properties
Edit
Setting
Value
Media request time-out
60 s
Media request time-out action
Put job on hold (move to Smart Inbox)
System
Printing: London Bridge

2. You can click directly on the value of a setting if you want to edit a single setting.

Note:
Before you can edit a setting or a settings group, you must log on as an authorised user.

For example, if you click on the value of the 'Print queue' setting a seperate window opens, where the same information is displayed as in the tooltip and where you can edit the setting.


Stamp 3 for copy jobs: enabled
true
Stamp 3 for copy jobs: text
Draft
Stamp 4 for copy jobs: name
Copy
Stamp 4 for copy jobs: enabled
true
Stamp 4 for copy jobs: text
THIS IS A COPY
Stamps 5 to 8
Edit
Setting
Value
Stamp 5 for copy jobs: name
For review
Print queue
When set to 'Off', the printer does not accept a new job while the printer is busy processing or printing the selected maximum number of previous jobs. When a previous job is finished, the printer can accept the new job. Use this setting if you use a load balancing application or just-in-time submission of print jobs.
Default: On
Print queue
On
Off, maximum 1 job
Off, maximum 2 jobs
Ok
Cancel
Stamp 8 for copy jobs: text
Text for stamp 8
Stamps 9 to 12
Edit
Setting
Value
Stamp 9 for copy jobs: name
Stamp 9
Stamp 9 for copy jobs: enabled
true
Stamp 9 for copy jobs: text
Text for stamp 9
Stamp 10 for copy jobs: name
Stamp 10
Stamp 10 for copy jobs: enabled
true
Stamp 10 for copy jobs: text
Text for stamp 10
Stamp 11 for copy jobs: name
Stamp 11
Stamp 11 for copy jobs: enabled
true
Stamp 11 for copy jobs: text
Text for stamp 11
Stamp 12 for copy jobs: name
Stamp 12
Stamp 12 for copy jobs: enabled
true
Stamp 12 for copy jobs: text
Text for stamp 12
System
Printing: London Bridge

or

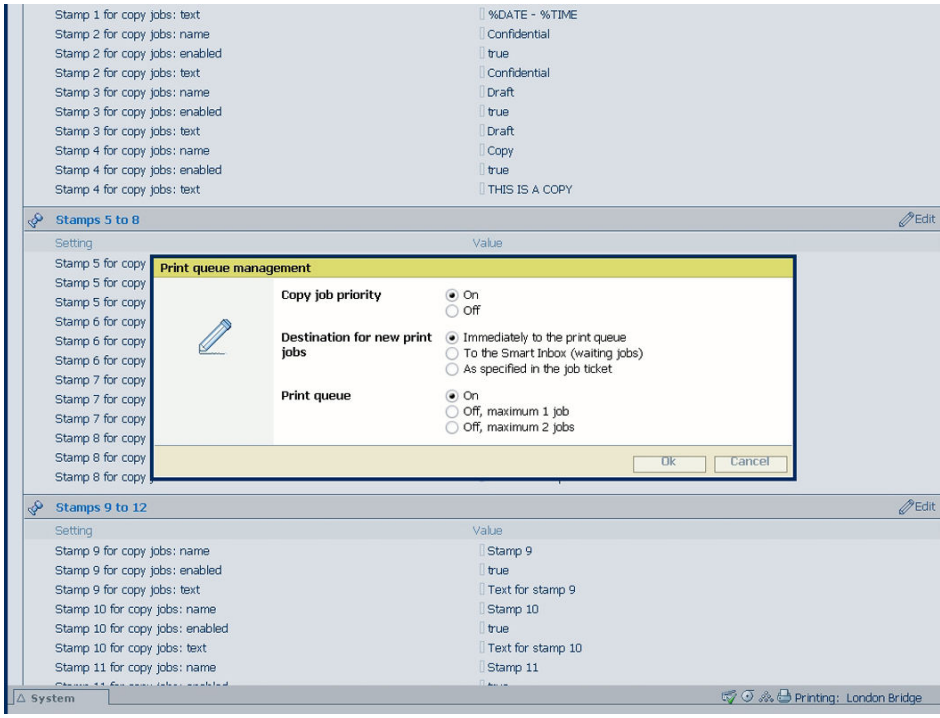
You can click 'Edit' in the settings group bar to access a window for all settings in the group if you want to edit more settings in the settings group.

Note:

Before you can edit a setting or a settings group, you must log on as an authorised user.

For example if you click 'Edit' in the 'Print queue management' settings group bar, a seperate window opens, where all the settings of the settings group are listed, and where

you can edit all these settings. This overview window does not show detailed information per setting.



3. Modify the setting or settings.
4. Click 'Ok' to confirm you entries or 'Cancel' to reject your entries.

View and check the settings

Purpose

View and check the settings and the values that are stored when you save the settings file.

When to do

- Before you save the setting and the values in the Océ Express WebTools.
- To check which settings are no longer set to the factory default value.

Note:
Not all settings are stored in the settings file. The network settings and the passwords for authorised users are excluded from the file for security reasons. License information is not included in the file either.

How to view and check the settings

1. Click the 'Configuration' tab or the 'Preferences' tab.
2. Click 'View set' in the **top-right hand corner** of the screen. A secondary window is opened.
3. Scroll through the list of settings. The first column displays the setting and the second column displays the values. A "*"indicates that the value of the setting is different from the original factory default value.

Note:
You can print the information with the standard print function of your browser.

Save the settings in a file

Purpose

Save the settings and the values that you configured in the Océ Express WebTools in a file.

When to do

- Duplicate the settings very easily to another printer of the same type.

Note:
Not all settings are stored in the settings file. The network settings and the passwords for authorised users are excluded from the file for security reasons. License information is not included in the file either.

How to save the settings in a file

1. Click the 'Configuration' tab or the 'Preferences' tab.
2. Click 'Save set' in the **top-right hand corner** of the screen. A secondary window is opened.
3. Navigate to a location on the network to store the file.
4. Save the settings<hostname of printer><date>.xml file. The file name is not fixed. You can change the name if required.
5. Click 'Ok' to confirm or 'Cancel' to close the window without storing the settings file.

Load the settings from a file

Purpose

Load the settings and the values for the Océ Express WebTools from a file.

When to do

- Duplicate the settings to another printer of the same type.

Attention:
When you are logged in as a Key operator you can only load the Key operator settings. When you are logged in as a System administrator you can only load the System administrator settings. To load all the settings that are stored in the file you must log in as a Power user.

Note:
Not all settings are stored in the settings file. The network settings and the passwords for authorised users are excluded from the file for security reasons. License information is not included in the file either.

How to load the settings from a file

1. Click the 'Configuration' tab or the 'Preferences' tab.
2. Click 'Open set' in the **top-right hand corner** of the screen. A secondary window is opened.
3. Navigate to a location on the network and select the settings file.
4. Click 'Ok' to load the settings file or 'Cancel' to close the window without loading the settings file.

Result

The values of the settings in the settings file overwrite the current values. The network configuration settings of the system and the passwords are not restored to prevent connectivity problems and to guarantee the integrity of the passwords.

Restore the factory defaults

When to do

- When you want to restore the factory default settings and values of your Océ Express WebTools.

Attention:
When you are logged in as a Key operator you can only restore the Key operator settings. When you are logged in as a System administrator you can only restore the System administrator settings. To restore all the factory default settings you must log in as a Power user.

How to restore the factory defaults

1. Click the 'Configuration' tab or the 'Preferences' tab.
2. Click 'Restore defaults' in the **top-right hand corner** of the screen. A secondary window is opened.
3. Click 'Ok' to restore the factory default settings or 'Cancel' to close the window without restoring the factory defaults.

The system monitor

Introduction

You can open the system monitor to get an overview of the current status of the printing system. When you click on the 'System' tab in the lower left corner of the screen, the system monitor pops-up.

The system state (for example: 'Printing:') is displayed in the upper right corner of the system monitor section of the Océ Express WebTools.

Overview of the system states

State	Icon	Description
'User intervention required'		The user is requested to go to the printer and follow the instructions displayed on the printer operator panel.
'System memory is full'		Status message when printer does not print because the system memory is full.
'Out of toner'		Status message when printer does not print because the printer is out of toner.
'Sleeping...'		Energy saving state: State when not all functionality is available due to printer sleeping.
'Warming up...'		State when not all functionality is available due to printer warming up.
'Initialising...'		State when the system software is initialising.
'Printer paused'		The system pauses the print queue but keeps access to all other functionality.
'Processing...'		The system is receiving or processing data.
'Ready to print'		State when there is no active job and no waiting job. When a job arrives, no user intervention is needed to start printing.
'Printing:' <job-name>		State when a print job is active.

State	Icon	Description
'Processing:' <job-name>		The system is processing the job data.
'Receiving:' <job-name>		The system is receiving the job data.

Overview of the scanner states

State	Icon	Description
'User intervention required'		General error message.
'Scanner is busy'		
'Scanner is ready'		

The toner states

Icon	Description
	Toner OK
	Toner low, empty or cartridge not present.

Shut down or restart the system

To remotely shut down the printing system you can click 'Shut down' in the 'Support' tab.
When the printing system is on, you can also use this button to restart the system.

Configure your printing system

Change the regional settings

Note:
Before you can edit a setting or a settings group, you must log on as System administrator or Power user.

The regional settings are configured during the installation of your system. If you want to change the initial configuration, you can do so in the 'Preferences' - 'System settings' - 'Regional settings'.

Define the following settings.

- 'First language' and 'Second language' of the user panel.
  You can toggle between these two languages on the user panel.
- 'Measurement unit'
  Every time you change the 'Measurement unit', the controller recalculates the values from millimetre to inches and vice versa. If you reverse to the original value of this setting a slight calculation difference can occur due to rounding differences.
- 'Media series'
- 'Date format'
- 'Time format'
- 'Current date and time'

Configure the sleep mode timer

Introduction

If the printer is idle for a defined period it goes into sleep mode. In sleep mode the printer uses minimal energy, because the power supply of the printer is turned off. The power supply of the embedded controller remains on.
The printer enters the sleep mode when the sleep mode timer expires.
You cannot disable the sleep mode, but you can adjust the value of the sleep mode timer (default value is 60 minutes).

Note:
The printer needs to warm up when it wakes up from the sleep mode.

How to configure the time-out value of the sleep mode timer

1. Click 'Preferences' - 'System settings'.
2. Click 'Edit' in the 'Printer properties' bar or click the value of the 'Sleep mode time-out' setting.
3. Enter a new value in the Edit window and click 'Ok' to confirm your entries or 'Cancel' to reject your entries.

Note:
If you access the Edit window by clicking the value of the setting you want to change, the Edit window displays the minimal and maximal value you can select.

Note:
When the printer is in sleep mode, there are several ways to activate the system.

- send a print job.
- insert a USB mass storage device
- feed an original into the scanner.
- feed a cut sheet media.
- press a button on the user panel.
- open a media drawer

Configure the network settings in the Océ Express WebTools

Introduction

Some of the network settings are configured during the installation of your system. If you want to change the initial configuration or if you want to define more network settings, you can do so in the 'Configuration' - tab.

Note:
Before you can edit a setting or a settings group, you must log on as System administrator or Power user.

How to configure the network settings in the Océ Express WebTools

1. Click 'Configuration' - 'Connectivity'.
2. Click 'Edit' in the settings group bar to access the 'TCP/IP (IPv6)' window. You can edit all the settings of the settings group in one window.
   or
3. To edit only one setting, click a single setting value in the expanded list.
   For example, click on the value of the 'Enable DHCP' setting to display a window where you can change the value.

Note:
This window also contains a short explanation of the setting.

4. Click 'Ok' to confirm you entries or 'Cancel' to reject your entries.

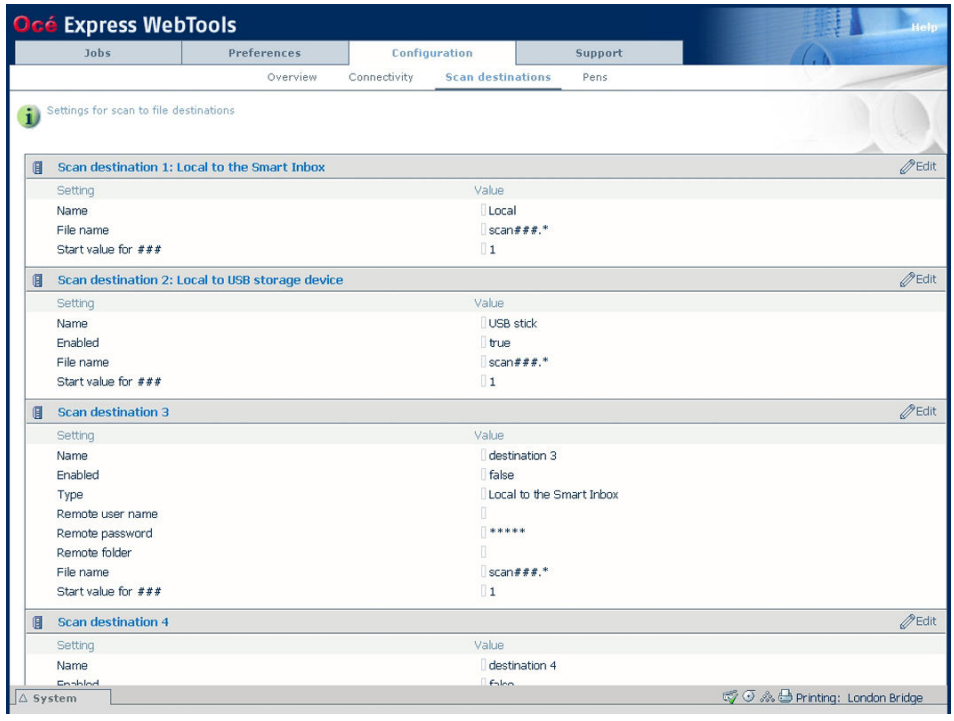
Configure and manage scan destinations

Configure scan destinations

Introduction

When you select the 'Scan' tab on the user panel a list of scan destinations is displayed.
A scan destination is a place where you send your scanned file to for storage.
You can define a maximum number of 10 scan destinations in the 'Configuration' - 'Scan destinations' tab.

Illustration



Types of scan destinations

You can scan to file to two different types of destination.

Type	Description
Local	■ **'Local to the Smart Inbox'** When you select this scan destination your scanned file is sent to the 'Scans' Inbox. This is the fixed scan destination for scan destination 1. ■ **'Local to USB storage device'** When you select this scan destination your scanned file is sent to the USB Mass storage device connected to the USB flash drive interface on the user panel. This is the fixed scan destination for scan destination 2. (see *'Configure a local scan destination'* on page 113)
Remote	A scan destination can also be a file server or a PC of an end user. ■ **'Remote via FTP'** When you select this scan destination your scanned file is sent via FTP to a shared folder on a remote workstation. ■ **'Remote via SMB'** When you select this scan destination your scanned file is sent via SMB to a shared folder on a remote workstation. (see *'Configure a remote scan destination'* on page 114)

Configure a local scan destination

Note:
Before you can edit a setting or a settings group, you must log on as System administrator or Power user.

1. Click 'Configuration' - 'Scan destinations'.
2. Click 'Edit' in a 'Scan destinations' bar.
3. Enter a name for the destination.
   This name will appear on the user panel.
4. Place a check mark in the enabled box.
5. You can select 2 different local scan destination types.
   - **'Local to the Smart Inbox'**
     When you select this scan destination your scanned files are sent to the 'Scans' Inbox. This is the fixed scan destination for scan destination 1.
   - **'Local to USB storage device'**
     When you select this scan destination your scanned files are sent to the USB Mass storage device that is connected to the USB flash drive interface on the user panel. This is the fixed scan destination for scan destination 2.
6. Enter a file name for your scanned files.
   The file extension depends on the scanned file type that you select when you start your scan job on the user panel.
   If you enter a generic name, for example: scan###.*, the scanned files automatically get a unique file name. An ascending number replaces the "###".
7. Enter a start value for ###. If you enter 001, the first scanned file is named scan001.*.
8. Click 'Ok' to confirm you entries or 'Cancel' to reject your entries.

Configure a remote scan destination

Note:
Before you can edit a setting or a settings group, you must log on as System administrator or Power user.

Create a web destination with FTP

1. Create a home directory and a subdirectory on a workstation. For example c:Ftp/Scan
2. Enable FTP on the workstation
3. Click 'Configuration' - 'Scan destinations'.
4. Click 'Edit' in a 'Scan destinations' bar.
5. Enter a name for the scan destination.
   This name will appear on the user panel.
6. Place a check mark in the enabled box.
7. Select 'Remote via FTP'.
8. For access to the directory on the workstation through FTP, a user name and password is set on the FTP server that runs on the workstation. Enter this 'Remote user name' and this 'Remote password' in the required fields.

Note:
Make sure the user has write-access privileges on the destination.

9. Enter a path name of the 'Remote folder'.
   The path name is the "**system-name-of-remote-workstation/subfolder**". This is case sensitive.

Note:
Find the system name of the remote workstation on the control panel of the workstation (Control panel - Network - Identification - System name)

10. Enter a file name for your scanned files.
    The file extension depends on the scanned file type that you select when you start your scan job on the user panel.
    If you enter a generic name, for example: scan###.*, the scanned files automatically get a unique file name. An ascending number replaces the "###".
11. Enter a start value for ###. If you enter 001, the first scanned file is named scan001.*.
12. Click 'Ok' to confirm your entries or 'Cancel' to reject your entries.

Note:
If for any reason a scanned file cannot be delivered to the remote destination, the file is sent to the local 'Scans' Inbox.

Create a network destination with SMB

1. Create a shared folder on a workstation. For example c:\Scan
2. Click 'Configuration' - 'Scan destinations'.
3. Click 'Edit' in a 'Scan destinations' bar.
4. Enter a name for the scan destination.
   This name will appear on the user panel.
5. Place a check mark in the enabled box.
6. Select 'Remote via SMB'.
7. If you defined a user name and a password for the shared folder on the remote PC enter this 'Remote user name' and this 'Remote password' in the required fields.

Note:
Make sure the user has write-access privileges on the destination.

Note:
If the remote workstation uses domains you must enter "**domain_name\username**" as the 'Remote user name' and the password for this user in this domain.

8. Enter a path name of the 'Remote folder'.
   The path name is the "**system-name-of-remote-workstation/subfolder**". This is case sensitive.

Note:
Find the system name of the remote workstation on the control panel of the workstation (Control panel - Network - Identification - System name)

9. Enter a file name for your scanned files.
   The file extension depends on the scanned file type that you select when you start your scan job on the user panel.
   If you enter a generic name, for example: scan###.*, the scanned files automatically get a unique file name. An ascending number replaces the "###".
10. Enter a start value for ###. If you enter 001, the first scanned file is named scan001.*.
11. Click 'Ok' to confirm your entries or 'Cancel' to reject your entries.

Note:
If for any reason a scanned file cannot be delivered to the remote destination, the file is sent to the local 'Scans' Inbox.

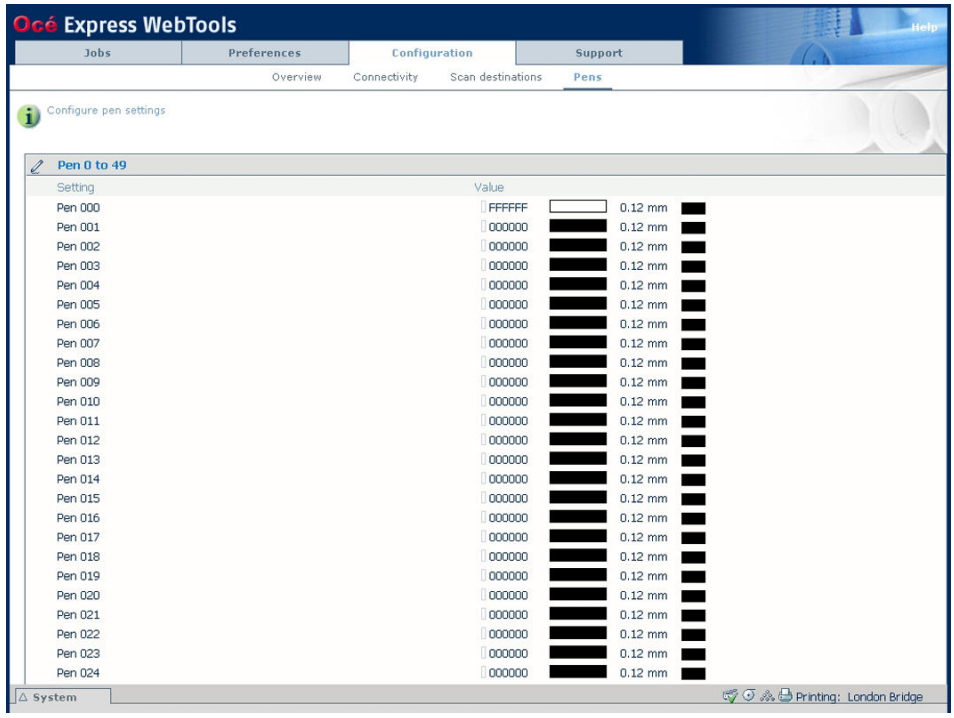
Configure the pen settings

Introduction

Normally the pen settings are defined in the application that is used to create a drawing. If the pen settings are not defined in the application, the default pen settings configured in the Océ Express WebTools are used.

Note:
Before you can edit a setting or a settings group, you must log on as Key operator.

Illustration



How to configure the pen settings

1. Click 'Configuration' - 'Pens'.
2. Click on the value of the pen number that you want to change.
   The pen settings window appears where you can configure the colour, width and pattern for this pen.

3. Click 'Ok' to confirm you entries or 'Cancel' to reject your entries.

Define your printing system preferences

What you need to know about default settings

Definition

Before you send print jobs to the Océ PlotWave™ 300, remember the following.

The values defined in the Océ Express WebTools are default values for the general system behaviour. You can define a number of job settings in the Océ printer drivers or the Océ job submission tools. The settings defined in the printer drivers or the job submission tools always overrule the settings defined in the Océ Express WebTools.

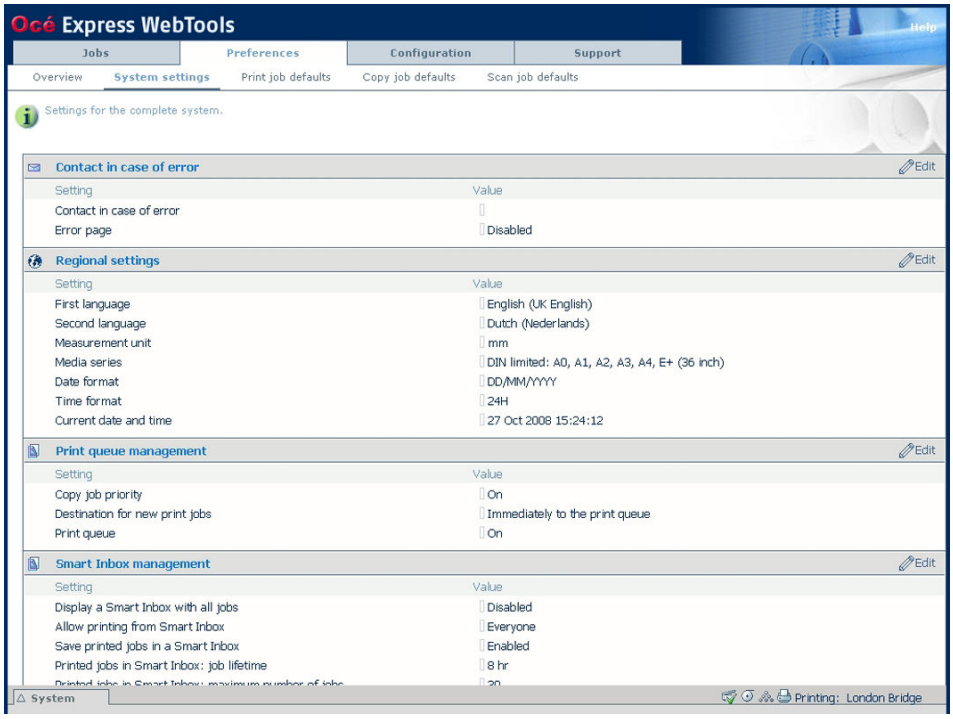
Define the system preferences

Introduction

Before you start to use your printing system you can define the general system preferences to fine tune it to optimally fit your company's workflow and processes.

Note:
Before you can edit a setting or a settings group, you must log on as a Key operator.

Illustration



How to define the system preferences

1. Click 'Preferences' - 'System settings'.
   The system settings are grouped in functional settings groups. You can find detailed information about the settings in the tooltip.

Settings group	Description
'Contact in case of error'	Person to contact in case of error.
'Regional settings'	The regional settings are configured during the installation of your system. Here you can change the initial configuration. *Note:* You can toggle between the 'First language' and the 'Second language' on the user panel. *Note:* Every time you change the 'Measurement unit', the controller recalculates the values from millimetre to inches and vice versa. If you reverse to the original value of this setting a slight calculation difference can occur due to rounding differences.
'Print queue management'	Define how jobs are managed in the print queue.
'Smart Inbox management'	Define how jobs are managed in the Smart Inboxes.
'Printer properties'	Define the general printer behaviour.
'Scanner properties'	Define the general scanner behaviour. Only available if a scanner is installed.
'Logging and accounting'	Define logging and accounting data.
'Stamps 1 to 4'	Configure and enable stamps for copy jobs.
'Stamps 5 to 8'	Configure and enable stamps for copy jobs.
'Stamps 9 to 12'	Configure and enable stamps for copy jobs.

2. Click 'Edit' in the settings group bar or click the value of a single setting.
(see *'How to edit a setting'* on page 98)
3. Click 'Ok' to confirm you entries or 'Cancel' to reject your entries.

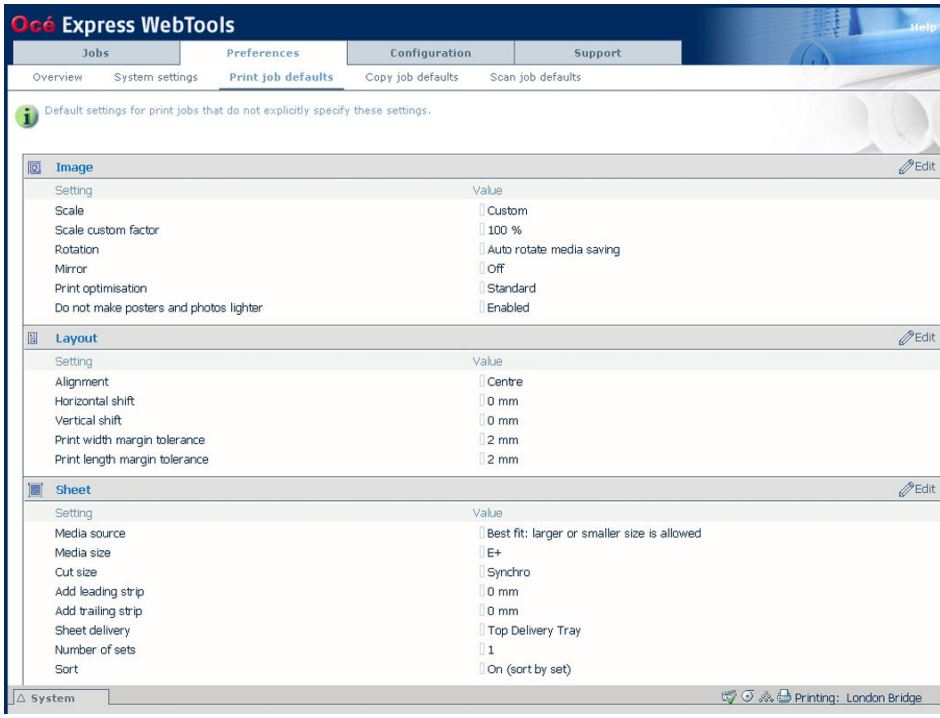
Define the print job preferences

Introduction

Here you can define the **default** values for print jobs.
If you send a print job using an Océ printer driver or an Océ job submission tool, the job settings defined in the printer driver or the job submission tool always overrule the default settings defined in the Océ Express WebTools.

Note:
Before you can edit a setting or a settings group, you must log on as a Key operator.

Illustration



How to define the print job preferences

1. Click 'Preferences' - 'Print job defaults'.
   The system settings are grouped in functional settings groups. You can find detailed information about the settings in the tooltip.

Settings group	Contains settings that define
'Image'	the default processing of image data.
'Layout'	the default positioning of the image on the printed output.
'Sheet'	the default media usage.
'General rasterisation settings'	how the printer processes complex files.
'HP-GL'	how the printer interprets 'HP-GL' files.
'HP-GL/2'	how the printer interprets 'HP-GL/2' files.
'CalComp'	how the printer interprets 'CalComp' files.
'PostScript/PDF'	how the printer interprets 'PostScript/PDF' files.
'TIFF'	how the printer interprets 'TIFF' files.
'ASCII'	how the printer interprets 'ASCII' files.

2. Click 'Edit' in the settings group bar or click the value of a single setting.
(see *'How to edit a setting'* on page 98)
3. Click 'Ok' to confirm you entries or 'Cancel' to reject your entries.

Define the default output quality for print jobs

Introduction

The Océ Express WebTools offers 2 settings to optimise the default output quality for print jobs.
You can find these settings in the 'Preferences' - 'Print job defaults' tab.

Note:
Before you can edit a setting or a settings group, you must log on as a Key operator.

'Print optimisation'

The quality of the printed output is optimised based on the content of the print file.

Values	Description
'Standard'	'Standard' is the default value.
'Line/text'	'Line/text' is the advised value for line drawings, because lines are sharpened.
'Poster or photo'	'Poster or photo' is the advised value for posters and large photo's, because the printed output is optimised for large grey area's.

'Do not make posters and photos lighter'

Values	Description
'Enabled'	You can enable this setting if the 'Preferences' - 'System settings' - 'Printer properties' - 'Print-darkness (toner reduction)' setting is set to a negative value. In that case the toner reduction will not be used if you print posters or photos.
'Disabled'	

Define the copy job preferences and copy templates

Introduction

Here you can define the general copy job settings and four copy templates.

What you need to know about copy templates

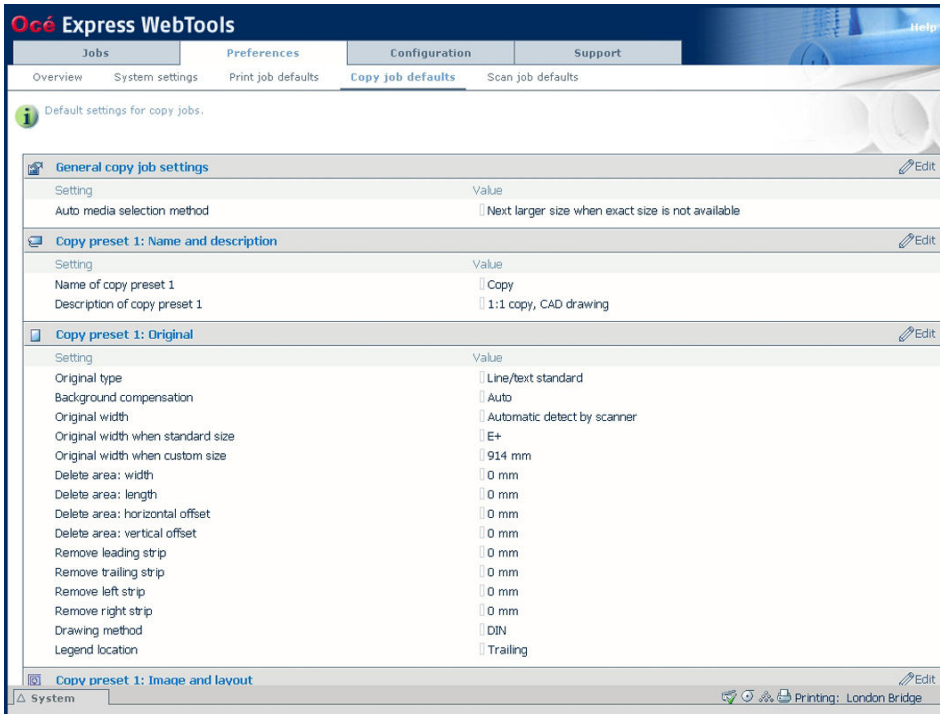
Copy templates enable you to easily perform copy jobs that you do very often. The job templates appear on the user panel when you select 'COPY'.

With a copy template you can pre-define the settings you need for a copy job. You only need to set the job settings once and you can store the settings in a job template that is presented on the user panel. You can re-use the job template for each next job without the need to redefine all the settings every time. The user panel offers 4 job templates for copy jobs.
The job template function supports the green button approach: the user only needs to select a template and start a job with the required settings instead of having to define all the settings manually for every job.

Note:
When you select a copy template on the user panel, you can still change the individual values of al settings.

Note:
Before you can edit a setting or a settings group, you must log on as a Key operator.

Illustration



How to define the copy job preferences

1. Click 'Preferences' - 'Copy job defaults'.
   The system settings are grouped in functional settings groups. You can find detailed information about the settings in the tooltip.

Settings group	Description
'General copy job settings'	Default copy job settings that refer to all copy jobs.
'Copy preset 1: Name and description'	The name and description you enter here are visible on the user panel when you select 'COPY'.
'Copy preset 1: Original'	Settings that refer to the original.

Settings group	Description
'Copy preset 1: Image and layout'	Settings that determine the default processing of image data and the default positioning of the image on the printed output.
'Copy preset 1: Sheet'	Settings that determine the default media usage.

Note:
You can define the same settings for copy template 2, 3 and 4.

2. Click 'Edit' in the settings group bar or click the value of a single setting.
(see *'How to edit a setting'* on page 98)
3. Click 'Ok' to confirm you entries or 'Cancel' to reject your entries.

Define the default output quality for copy jobs

Introduction

The Océ Express WebTools offers 3 settings to optimise the default output quality for copy jobs. You can define a default output quality for each copy job template.
You can find these settings in the 'Preferences' - 'Copy job defaults' tab.

Note:
Before you can edit a setting or a settings group, you must log on as a Key operator.

'Original type'

The quality of the printed output is optimised based on the type of the original that is copied.

Values	Description
'Line/text standard'	'Line/text standard' is default value for copy jobs. This value is advised for line drawings and design drawings. Lines and text are optimised, a light background is compensated.
'Line/text draft'	'Line/text draft' is the advised value if you must copy many originals and the copy speed has higher priority than the copy quality.
'Colored original'	'Colored original' is the advised value for coloured originals like maps, 3D-CAD drawings, consumer graphics or rasterised photo's. The output is optimised for the reproduction of the colour information. The system compensates for a grey background and for light wrinkles.
'Photo'	'Photo' is the advised value for photo's. The output quality is high.
'Dark original'	'Dark original' is the advised value for originals with a dark background. The output is optimised especially for dark transparent originals. The system compensates for the dark background and the actual information on the original is optimised.
'Blueprint'	'Blueprint' is the advised value for blueprints. The information on the original is inverted. White lines will be black, the blue background will be white.

'Background compensation'

Values	Description
'On'	If you select 'Auto' the system decides depending on the original type whether background compensation will be on or off.
'Off'	
'Auto'	

'Lighter/darker'

Values	Description
Numeric value between -5 and +5	Increase this value if you want your printed output to be darker. Decrease this value if you want your printed output to be lighter.

Define the scan job preferences and scan templates

Introduction

Here you can define the general scan job settings and four scan templates.

What you need to know about scan templates

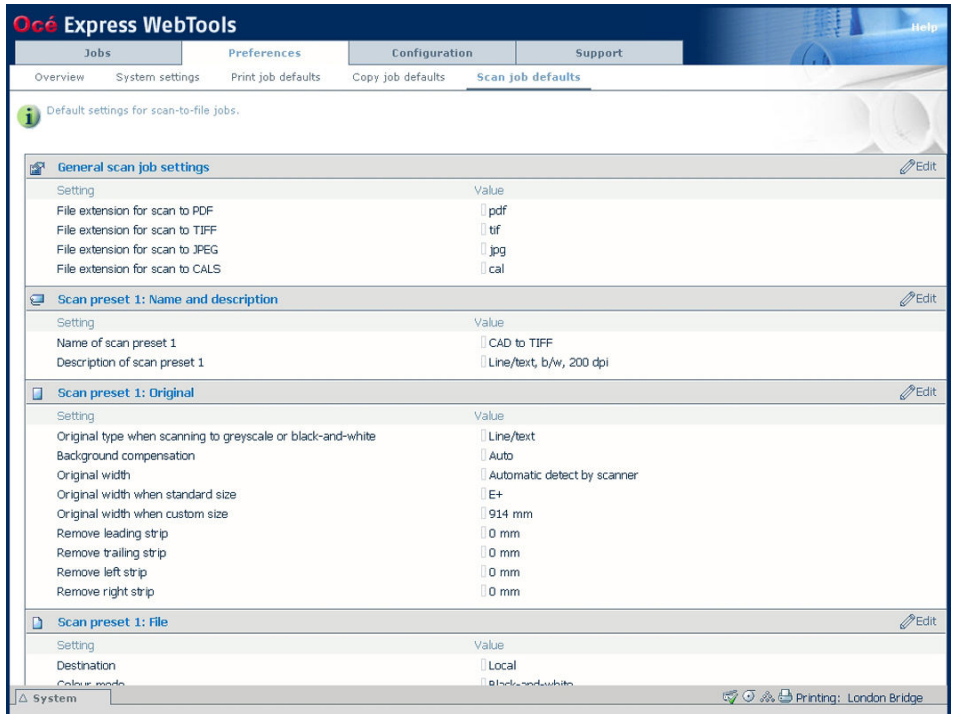
Scan templates enable you to easily perform scan jobs that you do very often. The job templates appear on the user panel when you select 'SCAN'.

With a scan template you can pre-define the settings you need for a scan job. You only need to set the job settings once and you can store the settings in a job template that is presented on the user panel. You can re-use the job template for each next job without the need to redefine all the settings every time. The user panel offers 4 job templates for scan jobs.
The job template function supports the green button approach: the user only needs to select a template and start a job with the required settings instead of having to define all the settings manually for every job.

Note:
When you select a scan template on the user panel, you can still change the individual values of al settings.

Note:
Before you can edit a setting or a settings group, you must log on as a Key operator.

Illustration



How to define the scan job preferences

1. Click 'Preferences' - 'Scan job defaults'.
   The system settings are grouped in functional settings groups. You can find detailed information about the settings in the tooltip.

Settings group	Description
'General scan job settings'	Default scan job settings that refer to all scan jobs.
'Scan preset 1: Name and description'	The name and description you enter here are visible on the user panel when you select 'SCAN'.
'Scan preset 1: Original'	Settings that refer to the original.

Settings group	Description
'Scan preset 1: File'	Settings that refer to the destination and the file type of the scanned file. You can select on of the scan destination that you enabled in the 'Configuration' - 'Scan destinations' tab. (see *'Configure a local scan destination'* on page 113)

2. Click 'Edit' in the settings group bar or click the value of a single setting.
   (see *'How to edit a setting'* on page 98)
3. Click 'Ok' to confirm you entries or 'Cancel' to reject your entries.

Define the default output quality for scan jobs

Introduction

The Océ Express WebTools offers settings to optimise the default output quality for scan jobs. You can define a default output quality for each scan job template.
You can find these settings in the 'Preferences' - 'Scan job defaults' tab.

Note:
Before you can edit a setting or a settings group, you must log on as a Key operator.

'Original type when scanning to greyscale or black-and-white'

The quality of the scanned file is optimised based on the type of the original that is scanned.

Note:
When scanning to colour, no original type needs to be specified

Values	Description
'Line/text'	'Line/text standard' is advised for line drawings and design drawings. Lines and text are optimised, a light background is compensated.
'Coloured original'	'Colored original' is the advised value for coloured originals like maps, 3D-CAD drawings, consumer graphics or rasterised photo's. The output is optimised for the reproduction of the colour information. The system compensates for a grey background and for light wrinkles.
'Photo'	'Photo' is the advised value for photo's. The output quality is high.
'Blueprint'	'Blueprint' is the advised value for blueprints. The information on the original is inverted. White lines will be black, the blue background will be white.
'Dark original'	'Dark original' is the advised value for originals with a dark background. The output is optimised especially for dark transparent originals. The system compensates for the dark background and the actual information on the original is optimised.

'Background compensation'

Values	Description
'On'	If you select 'Auto' the system decides depending on the original type whether background compensation will be on or off.
'Off'	
'Auto'	

'Colour mode'

Values	Description
'Colour'	Define if your scanned file must be in colour, greyscale or black-and-white.
'Greyscale'	
'Black-and-white'	

'Resolution (dpi)'

Values	Description
'100'	Use this setting to define the resolution of the scanned images. The higher the resolution, the better the image quality. *Note:* A higher resolution increases the file size.
'200'	
'300'	
'400'	
'600'	

'File type'

Values	Description
'TIFF' 'Compression for TIFF' 'File organisation for TIFF'	Use this setting to define the file type of your scanned file. You can also define the default compression method, file organisation or quality per file type. Depending on the colour mode and file type you select, the values for the compression mode and organisation will change. For some file types, the compression and organisation settings cannot be set in all situations. (see *"File type"* on page 214)
'PDF' 'Compression for PDF' / 'JPEG quality for PDF'	
'JPEG' 'Quality for JPEG'	
'CALS'	

'Lighter/darker'

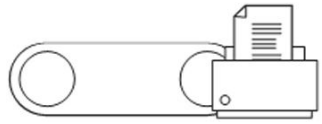
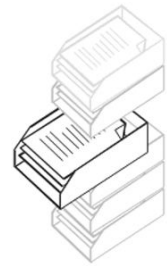
Values	Description
Numeric value between -5 and +5	Increase this value if you want your printed output to be darker. Decrease this value if you want your printed output to be lighter.

Manage jobs on your printing system

The Smart Inbox and Jobs Queue concept

Definition

Smart Inboxes are used for customised job management.

Concept	The Jobs Queue	The Smart Inbox
Metaphor	Production belt.	Personal mailboxes
		
User intention	■ Get the job printed as soon as possible.	■ Send jobs to the system. ■ Organise jobs.
Used for	■ Feedback of printer progress. ■ Cancel requests. ■ Change priority (local).	■ Keeping together sets of documents from various origin. ■ Ordening documents over various Smart Inboxes, to easy retrieve jobs. ■ Reprint or change settings of jobs that are already sent to the printer.

Jobs in a Smart Inbox

You can use Smart Inboxes to manage your jobs. When you open the 'Jobs' tab in the Océ Express WebTools the Smart Inbox section displays an overview of the Smart Inboxes. Define one or more Smart Inbox names that allow you to easily organise and access your jobs.

The following jobs are placed in a Smart Inbox.

Scan jobs, if the selected scan destination is set to 'Local to the Smart Inbox'.
If you select a remote scan destination ('Configuration' - 'Scan destinations') it is possible that the scanned file cannot be delivered to this destination. In that case the scanned file will also be placed in the 'Scans' Smart Inbox.

Copy jobs
If you want your copy jobs to appear in a Smart Inbox, you must enable the 'Preferences' - 'System settings' - 'Smart Inbox management' - 'Display a Smart Inbox with all jobs' setting. Your copy job is then displayed in the 'View all' Smart Inbox. The 'Preferences' - 'System settings' - 'Smart Inbox management' - 'Save printed jobs in a Smart Inbox' - setting determines if copy jobs that have been printed will be kept in the Smart Inbox for reprint or not.

Print jobs, sent via printer drivers, applications or Océ Publisher Express.
In the printer driver, application or job submitter you can enter the name of the Smart Inbox you want tot print to.
When you use the Océ Windows® Printer Driver and the 'Preferences' - 'System settings' - 'Print queue management' - 'Destination for new print jobs' is set to 'As specified in the job ticket', you can also enable or disable 'Direct print' . When 'Direct print' is enabled your print job will be sent to the print queue immediately. When 'Direct print' is disabled your print job is kept in the Smart Inbox and you must send the print job to the print queue manually.

Smart Inbox functionality

'View job information'
To view the job information click on the job name in the Smart Inbox.

'Delete'
To delete a job from the Smart Inbox select the job and click 'Delete'.

'Edit' (not for 'Scans' Smart Inbox)
To edit the job settings of a job select the job and click 'Edit'. A window opens where you can change the 'Number of sets' setting and the 'Collate' setting.

'Print'
To print a job select the job and click 'Print'. The job is copied into the Job Queue when the 'Preferences' - 'System settings' - 'Print queue management' - 'Print queue' setting is set to 'On'. The 'Preferences' - 'System settings' - 'Smart Inbox management' - 'Save printed jobs in a Smart Inbox' - setting determines if jobs that have been printed will be kept in the Smart Inbox for reprint or not.

'Save' (only for 'Scans' Smart Inbox)
This button allows you to save a scanned file.

'Delete all' (only for 'View all' Smart Inbox)
To delete all the jobs from all Smart Inboxes click the 'Delete all' button.

Note:
The icon in front of the job name provides status information about the job. Detailed information about the status is displayed in the tooltip.

Note:
When a Smart Inbox contains many jobs you can sort the jobs by clicking on a column name (for example:'Job name' or 'Time created').

Note:
The 'View all' Smart Inbox is only available if you enable the 'Preferences' - 'System settings' - 'Smart Inbox management' - 'Display a Smart Inbox with all jobs' setting.

Job Queue functionality

'View job information'
To view the job information click on the job name in the queue.

'Top'
To increase the print priority of a job in the queue you can select the job and click 'Top' to place the job on top of the queue.

'Delete'
To delete a job from the Job Queue select the job and click 'Delete'.

'Delete all'
To empty the Job Queue completely click the 'Delete all' button.

Note:
The icon in front of the job name provides status information about the job. Detailed information about the status is displayed in the tooltip.

Note:
When a job is printed, the job is removed from the Job Queue.

Use Smart Inboxes in a multiple-user environment

Introduction

A multiple-user environment is a working environment where users directly send jobs to the printer, collect their own prints and make their own copies and scans. In this environment it is important for a user to have easy access to his personal jobs.

Illustration

How to set up the Smart Inboxes in a multiple-user environment

1. Open the 'Preferences' - 'System settings' tab en select 'Edit' in the 'Smart Inbox management' bar.
2. Enter the following values (example).

Setting	Value
'Display a Smart Inbox with all jobs'	'Disabled'
'Allow printing from Smart Inbox'	'Everyone'
'Save printed jobs in a Smart Inbox'	'Enabled'
'Printed jobs in Smart Inbox: job lifetime'	For example: 8 hours
'Printed jobs in Smart Inbox: maximum number of jobs'	For example: 30

Use Smart Inboxes in a repro environment

Introduction

A repro environment is a working environment where a repro operator handles all the jobs. In this environment the repro operator can use the Smart Inboxes to organise his daily work.

Illustration

How to set up the Smart Inboxes in a repro environment

1. Open the 'Preferences' - 'System settings' tab en select 'Edit' in the 'Smart Inbox management' bar.
2. Enter the following values (example).

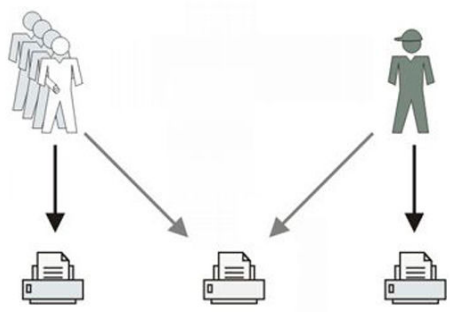
Setting	Value
'Display a Smart Inbox with all jobs'	'Disabled'
'Allow printing from Smart Inbox'	'Everyone'
'Save printed jobs in a Smart Inbox'	'Enabled'
'Printed jobs in Smart Inbox: job lifetime'	For example: 8 hours
'Printed jobs in Smart Inbox: maximum number of jobs'	For example: 100

Use Smart Inboxes in a multiple-user and repro environment

Introduction

A multiple-user and repro environment is a working environment where both users directly send jobs to the printer, collect their own prints, make their own copies and scans and the system is also used by a repro operator. In this environment it is important for a user to have easy access to his personal jobs, but it is also important for the repro operator to have an overview of all jobs.

Illustration



How to set up the Smart Inboxes in a multiple-user and repro environment

1. Open the 'Preferences' - 'System settings' tab en select 'Edit' in the 'Smart Inbox management' bar.
2. Enter the following values (example).

Setting	Value
'Display a Smart Inbox with all jobs'	'Enabled'
'Allow printing from Smart Inbox'	'Login needed'
'Save printed jobs in a Smart Inbox'	'Enabled'
'Printed jobs in Smart Inbox: job lifetime'	For example: 8 hours
'Printed jobs in Smart Inbox: maximum number of jobs'	For example: 100

Open or create a Smart Inbox

Open or create a Smart Inbox in the 'Smart Inbox' section

1. Select the 'Jobs' tab.
2. In the 'Smart Inbox' section click 'Create Smart Inbox'.
3. Click on the blank field to open a drop-down list with all Smart Inboxes available on your system that contain one or more jobs. You can open an existing Smart Inbox from the list or you can type the name of a new Smart Inbox.
4. Press **Enter** or click on 'Smart Inbox'.
   The Smart Inbox is now displayed in the 'Smart Inbox' section.

Open or create a Smart Inbox in Océ Publisher Express

1. Select the 'Jobs' tab.
2. Click on 'Create new job' in the Océ Publisher Express section.
3. In the 'Workflow' section click on the Smart Inbox field to open a drop-down list with all Smart Inboxes available on your system that contain one or more jobs. You can open an existing Smart Inbox from the list or you can type the name of a new Smart Inbox.
4. Click 'Print' to send the print job to the Smart Inbox.
   The Smart Inbox is now displayed in the 'Smart Inbox' section.

Delete a Smart Inbox

Attention:
When you delete a Smart Inbox, you only delete the view on the Smart Inbox, but not the content. To permanently delete the jobs from a Smart Inbox you must select the jobs in the Smart Inbox and click 'Delete'.

How to delete a Smart Inbox

1. Select the 'Jobs' tab.
2. To delete a Smart Inbox click on the X - button at the right side of the 'Smart Inbox' bar.

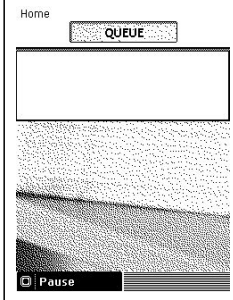
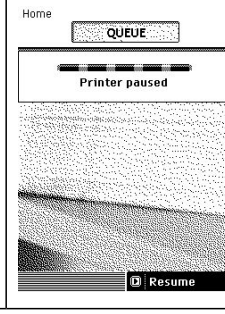
Chapter 5
Use the printing system

Pause, resume or delete an active job

Introduction

This section describes how to pause, resume or delete an active job.

How to 'Pause' or 'Resume' an active print job

Action	Remarks
To pause the printer: In the 'QUEUE' screen use the lower left soft key on the user panel to 'Pause' the printer.	
In the 'QUEUE' screen use the lower right soft key to 'Resume' the printer.	

How to delete an active print job

If you use the	Then	Result
User panel	Press the stop button	The system aborts and deletes the job immediately.
Océ Express WebTools	Open the 'Jobs' tab. In the 'Jobs - Queue' section tick the box in front of the job you want to delete and click 'Delete'.	

The job states

Introduction

When a job is placed in a Smart Inbox or in the Queue, the icon in front of the job name gives information about the status of the job.

Overview of the job states in the Smart Inbox

State	Icon	Description
Receiving		Indicates that the Smart Inbox is receiving the job data.
New		Indicates that a new job is available in the Smart Inbox.
Queued		Indicates that the job is copied to the queue and waiting to be printed.
Printed		Indicates that the job has been printed.
Attention needed		General error message.
Account data missing		State when the account data for the job is missing.

Overview of the job states in the Queue

State	Icon	Description
Receiving		Indicates that the Queue is receiving the job data.
Processing		Indicates that the Queue is processing the job data.
Ready to print		Indicates that the job is ready for printing.
Scheduled		Indicates that the job is waiting to be printed.
Printing		Indicates that the job is currently being printed.

State	Icon	Description
Attention needed		General error message.

Clear the system

When to do

If you want to remove all the jobs from the system.

How to clear the system

1. From the 'HOME' screen on the user panel select the 'System' tab.
2. Use the scroll wheel to select 'Clear system' and confirm with the confirmation button (above the scroll wheel).
3. Follow the steps in the wizard.
4. Select 'Home' to return to the 'HOME' screen.

Send print jobs

What you need to know before you send your print jobs

Definition

Before you send print jobs to the Océ PlotWave 300, remember the following.

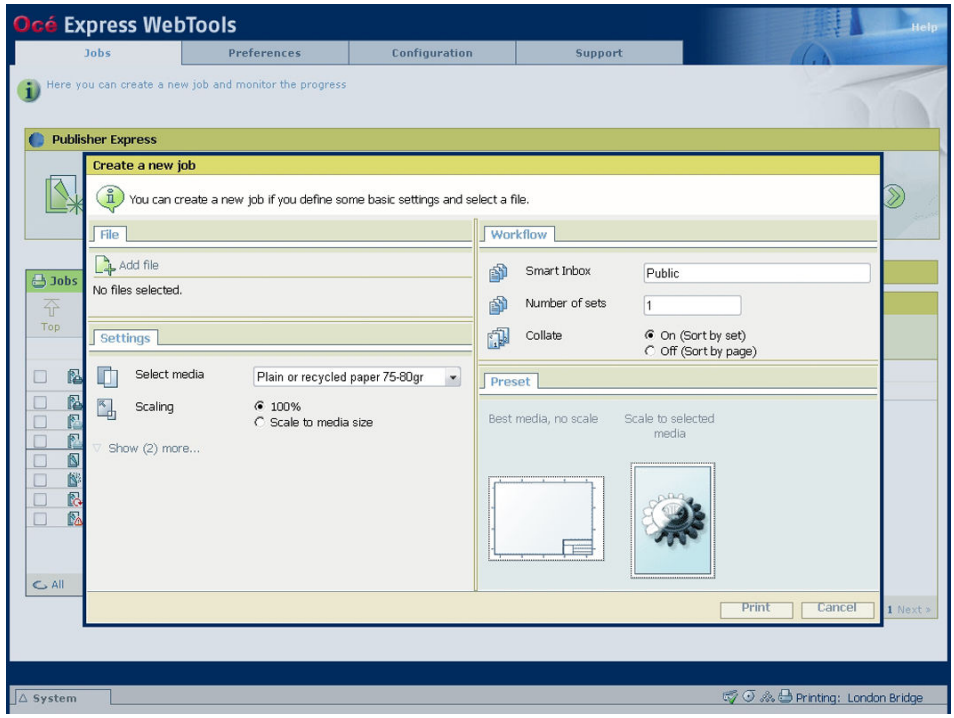
- The values defined in the Océ Express WebTools are default values for the general system behaviour. You can define a number of job settings in the Océ printer drivers or the Océ job submission tools. The settings defined in the printer drivers or the job submission tools always overrule the settings defined in the Océ Express WebTools.
- Make sure that you define and load the correct media for your job.
- Make sure that you define the correct job settings. For example, orientation, rotation, and media type.

Use Océ Publisher Express to send a print job

Introduction

Océ Publisher Express is a job submitter that is integrated in the Océ Express WebTools.

Illustration



How to use Océ Publisher Express to send a print job

Step	Action	Remarks
1	Open your web browser.	Use one of the following web browsers ■ Microsoft® Internet Explorer 6.0 (or higher) ■ Mozilla Firefox™ 2.0 (or higher)

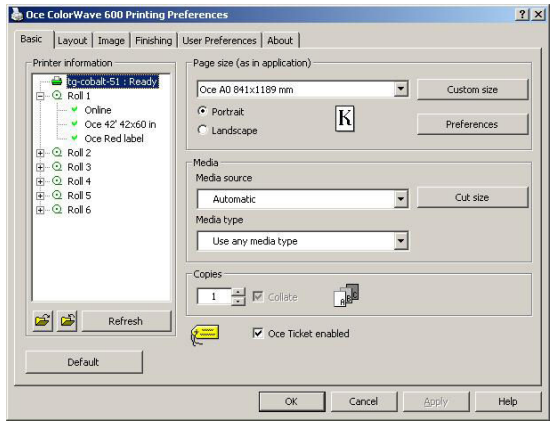
Step	Action	Remarks
2	Enter the URL **http://'printer name'** in your workstation browser to connect to the Océ Express WebTools.	'Printer name' is the name of your Océ PlotWave 300 printer.
3	Open the 'Jobs' - tab.	This tab displays the following. ■ The Océ Publisher Express section. ■ An overview of all jobs that are currently available in the 'Jobs - Queue'. ■ An overview of all the Smart Inboxes that currently contain on or more jobs.
4	Click on 'Create new job' in the Océ Publisher Express section.	A separate window opens.
5	Click on 'Add file' and use the **Browse...** button to select the file you want to print.	You can print documents with the following data formats ■ - HP-GL - .hp, .hpg, .hpgl ■ - HP-GL/2 - .hp2 ■ - HP RTL - .rtl ■ - CALS - .cls, .cal ■ - NIRS - .nir, .nif ■ - CalComp - .cc, .906, .907, .951, .crf, .pci ■ - Edmics (C4) - .c4 ■ - TIFF - .tif ■ - PostScript 3 - .ps (optional) ■ - PDF - .pdf (optional) ■ - JPEG - .jpg, .jpeg ■ - DWF, DWF/X
6	Select the 'Preset' and change the 'Settings' if necessary.	Job settings that you change in Océ Publisher Express always overrule the default settings defined in the Océ Express WebTools.
7	In the 'Workflow' section enter the name of the Smart Inbox you want to print to and click 'Print' to send the print job to the Smart Inbox.	You can easily create a new Smart Inbox if you enter a new Smart Inbox name.

Use the Océ Windows® Printer Driver to send a print job

Introduction

Océ provides the Océ Windows® Printer Driver that allows you to send print jobs to your Océ PlotWave™ 300. This driver is a mixed raster-vector HP-GL/2 printer driver that allows you to print from any application under Windows 2000®, Windows XP®, Windows Vista® or Windows Server® 2003 to your Océ printer.

Illustration



How to use the Océ Windows® Printer Driver to send a print job

Step	Action	Remarks
1	Open the file that you want to print in the source application.	AutoCAD® 2000 or any other Windows application
2	From the 'File' menu of the application, click 'Print'.	
3	Select the Océ PlotWave™ 300 in the 'Printer' area of the 'Print' dialogue box.	
4	Click 'Properties'.	You can define the default print job settings in the Océ Express WebTools.

Step	Action	Remarks
5	In the 'Basic' tab activate 'Océ Ticket enabled' to overrule the default values for the job settings.	
6	Check all tabs in the driver and change the default settings if necessary.	
7	Click 'OK' to send the print job to the print queue.	

Note:
More information about how to install, configure and use the driver is available in the documentation provided with the Océ Windows® Printer Driver.

- the Océ Windows® Printer Driver Online Help
- the Océ Windows® Printer Driver User manual

Note:
The Océ PlotWave™ 300 is delivered with a driver pack CD-ROM. You can also download the latest Océ drivers, free of charge, from our Web site www.oce.com.

Use the Océ PostScript® 3 Driver to send a print job

Introduction

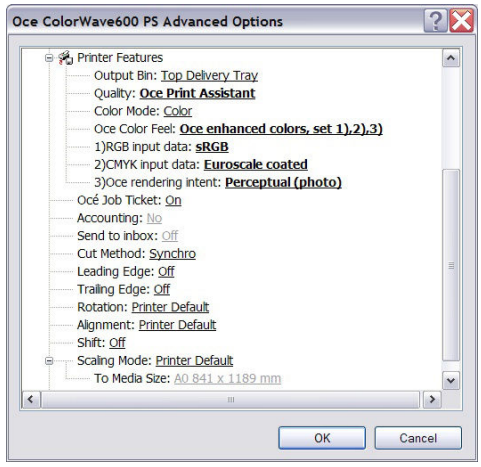
Océ provides the Océ PostScript® 3 Driver that allows you to send print jobs to your Océ PlotWave™ 300.

Note:
You need a license to be able to print PostScript® files on the Océ PlotWave™ 300.

Note:
More information about how to install, configure and use the driver is available in the documentation provided with the Océ PostScript® 3 Driver.

- the Océ PostScript® 3 Driver Online Help
- the Océ PostScript® 3 Driver Installation manual

Illustration



How to use the Océ PostScript® 3 Driver to send a print job

Step	Action	Remarks
1	Open the file that you want to print in the source application.	

Step	Action	Remarks
2	From the 'File' menu of the application, click 'Print'.	
3	Select the Océ PlotWave™ 300 in the 'Printer' area of the 'Print' dialogue box.	
4	Click 'Properties'.	You can define the default print job settings in the Océ Express WebTools.
5	Activate the Océ Job Ticket to overrule the default values for the job settings.	
6	Check and change the Printer Features settings if necessary.	
7	Click 'OK' to send the print job to the print queue.	

Use FTP to send a print job to the Océ PlotWave™ 300

Introduction

The Océ PlotWave™ 300 supports printing through FTP.
If you send your print job through FTP the default Océ Express WebTools settings are leading.

How to send a print job via FTP

You can print the files through FTP in the following ways.

- Via a command line prompt
- Enter the address **ftp://**<hostname or IP address> **/jobs** in your workstation browser.
- Via a FTP application
- From a Web browser

The Océ PlotWave™ 300 has a dedicated FTP Jobs folder. You cannot delete or change this folder. It is created at installation and protected. The most convenient way to print files through FTP is to drag and drop the files or to copy and paste the files, into this 'Jobs' folder on the FTP site of your Océ PlotWave™ 300 controller. The documents in the folder are printed on the Océ PlotWave™ 300.

Web browsers that support job submission through FTP

Level of functionality	Web browser	Operation
Supports drag and drop of files	Microsoft® Internet Explorer 6.0 (or higher) Mozilla Firefox™ 1.5 (or higher)	Drag the jobs into the 'Jobs' folder on the FTP site of your Océ PlotWave™ 300.
Supports copy and paste of files.	Microsoft® Internet Explorer 6.0 (or higher) Mozilla Firefox™ 1.5 (or higher)	Paste the jobs into the 'Jobs' folder on the FTP site of your Océ PlotWave™ 300.

Use LPR to send a print job to the Océ PlotWave™ 300

Introduction

The Océ PlotWave™ 300 supports printing through LPR.
If you send your print job through LPR the default Océ Express WebTools settings are leading.

How to send a print job via LPR

Type the following line command after the DOS prompt: **lpr -S** <hostname or IP address> **-P** <print queue name> <file name>.

Note:
You can use any name for <print queue name>, for example **jobs**.

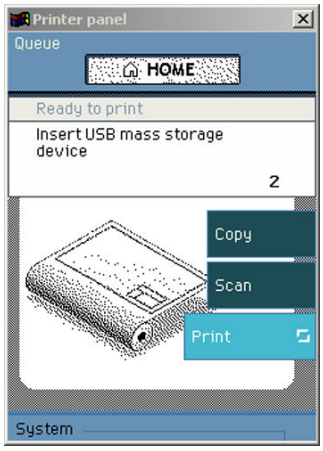
Print a job from the Smart Inbox

How to print a job from the Smart Inbox using the Océ Express WebTools

1. Select the 'Jobs' tab in the Océ Express WebTools.
2. Select the job and click 'Print'. The job is copied into the Job Queue.

Print a file from a USB mass storage device

1. Insert USB mass storage device in the USB flash drive interface on the user panel.
2. The system automatically selects the print tab.



3. Open the print tab with the confirmation button above the scroll wheel.
   The content of your USB mass storage device is displayed.
4. Use the scroll wheel to browse to the job you want to print.
5. Use the green button to start printing.

Basic copy jobs

Introduction to copy jobs

A basic copy job only takes two steps. Feed the original face up and press the green button. Every other type of copy job is called an extended copy job.

An extended copy job takes some additional steps, where you select a specific copy template and, if necessary, change the predefined copy job settings on the user panel. The copy templates are defined in the Océ Express WebTools (see *'Define the copy job preferences and copy templates'* on page 125). When you select 'Copy', the user panel shows four copy templates. The copy templates provide access to the different settings per copy template. You can use the scroll wheel to see all the predefined settings.

Feed the original

Attention:
The scanner can not scan an original that is thicker than 0.65 mm or rigid originals. When you use the carrier sheet that is available as an option, ensure that the combined thickness of both the document and carrier sheet does not exceed 0.65 mm. (see *'Use the carrier sheet'* on page 200)

Attention:
Do not pull back the original when it is already fed into the scanner. To release the original press the red stop button on the user panel.

How to feed the original

1. Feed the original face up and centred on the original feeding table.

Note:
You do not need to centre the original precisely. The exact position of the original is automatically detected by the scanner.

2. The scanner takes the original.

Note:
After the scan procedure the scanner always holds the original. You can release the original if you select 'Release paper' on the user panel.

Use the carrier sheet

Introduction

The carrier sheet is available as an option. The use of the carrier sheet depends on the condition of your original.

When to do

You must use the carrier sheet if you want to copy or scan the following types of originals.

- An original that is smaller than A4 size.
- An original that is fragile, damaged or heavy curled.
- An original that is badly creased.
- An original that has other pieces of paper attached to it.

Attention:
When handling the carrier sheet, be very careful not to scratch or otherwise damage it.

Note:
If you use the carrier sheet when scanning colour documents, the colours may shift slightly in some cases.

How to use the carrier sheet

1. Open the carrier sheet and place the original. The printed side of the original must be visible through the transparent protection sheet.
2. Place the carrier sheet with the original face up and centred on the original feeding table.

Attention:
Make sure that you first feed the sealed side of the carrier sheet into the scanner.

3. Feed the carrier sheet with the original into the scanner.

Note:
The scanner will detect the width of the carrier sheet as the original width.

4. The scanner takes the carrier sheet with the original.

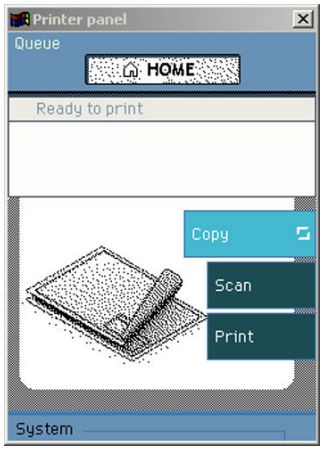
Note:
After the scan procedure the scanner always holds the carrier sheet. You can release the carrier sheet if you select 'Release paper' on the user panel.

Do a basic copy job

1. Feed the original face up and centred on the original feeding table.

Note:
You do not need to centre the original precisely. The exact position of the original is automatically detected by the scanner.

The 'Copy' tab is automatically activated on the user panel.



Note:
The description of the first copy template is displayed. A basic copy job uses the settings defined in the first copy template.

2. Press the green button.

Result

You do a basic copy job in 2 steps. The basic copy job uses the settings of the first copy template.

Extended copy jobs

Introduction to copy jobs

A basic copy job only takes two steps. Feed the original face up and press the green button. Every other type of copy job is called an extended copy job.

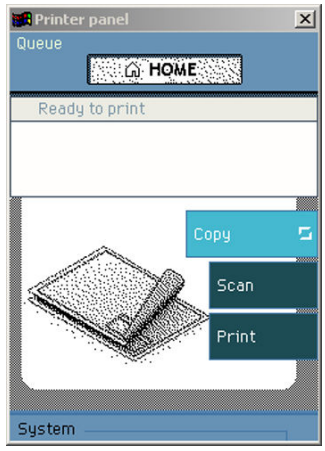
An extended copy job takes some additional steps, where you select a specific copy template and, if necessary, change the predefined copy job settings on the user panel. The copy templates are defined in the Océ Express WebTools (see *'Define the copy job preferences and copy templates'* on page 125). When you select 'Copy', the user panel shows four copy templates. The copy templates provide access to the different settings per copy template. You can use the scroll wheel to see all the predefined settings.

Do an extended copy job

1. Feed the original face up and centred on the original feeding table.

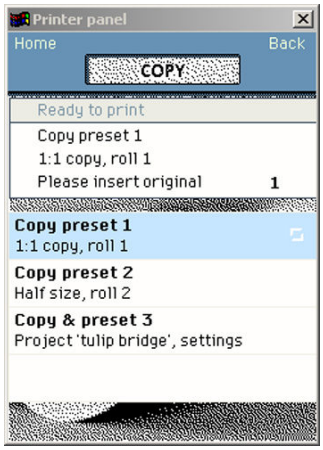
Note:
You do not need to centre the original precisely. The exact position of the original is automatically detected by the scanner.

The 'Copy' tab is automatically activated on the user panel.



2. Open the 'Copy' tab with the confirmation button above the scroll wheel.

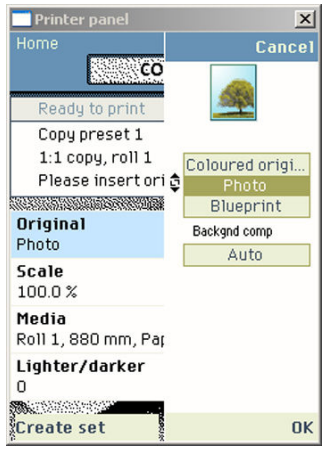
3. Select your copy template.
   If you want to change the pre-defined settings of the selected copy template, use the confirmation button to open the copy template and display an overview of the pre-defined settings groups.



4. Scroll to the settings group you want to change.

5. ■ Open the settings group you want to change with the confirmation button and scroll to the setting you want to change.
   ■ Open this setting, scroll through the settings values and select the correct value with the confirmation button .
   ■ Change the other settings in the settings group if necessary.

- Select 'OK' to return to the overview of the predefined settings groups.



6. Repeat step 4 and 5 until you have set all the correct values for your copy job.
7. Press the green button.

Available settings for copy jobs

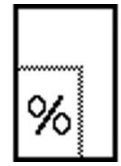
Introduction

The Océ PlotWave 300 provides a lot of settings to manage all your different copy jobs. These settings are used for extended copy jobs. The following table gives an overview and a very short description of the available settings. You can find a detailed description of each setting in the Océ Express WebTools.

Settings group: 'Original'

Setting	Settings values	Function
'Original type'	'Line/text standard' 'Line/text draft' 'Coloured original' 'Photo' 'Blueprint' 'Dark original'	Define the type of original you use
'Backgnd comp'	'On' 'Off' 'Auto'	Reduce the background noise of the image.

Settings group: 'Scale'

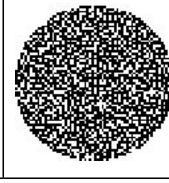
Setting	Settings values	Function
'Custom'	25 - 400 '%'	Scales the image to a custom percentage. 

Setting	Settings values	Function
'To fit'	'Ao' 'A1' 'A2' 'A3' 'E+ (36")' 'B1 (707 mm)' 'B2 (500 mm)'	Scales the image to fit the selected media size. *Note:* Depend on the media series you defined in the Océ Express WebTools

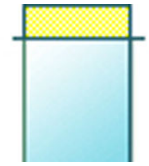
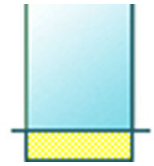
Settings group: 'Media'

Setting	Settings values	Function
'Feed'	'Auto' 'Roll 1' (description of media type and media size loaded on roll 1) 'Roll 2' (description of media type and media size loaded on roll 2) 'Manual'	Define the media feed to copy or print on. When you select 'Auto' the printer automatically selects the media roll.

Settings group: 'Lighter/darker'

Setting	Settings values	Function
'Lighter/darker'	-5 to +5	Increase the value for darker prints; decrease for lighter prints. 

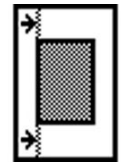
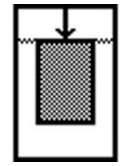
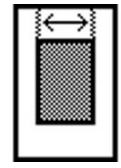
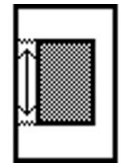
Settings group: 'Remove strip'

Setting	Settings values	Function
'Leading'	0 to 400 mm	'Remove a strip from the beginning of the original.' 
'Trailing'	0 to 400 mm	'Remove a strip from the bottom of the original.' 
'Left'	0 to 914 mm	'Remove a strip from the left side of the original.'
'Right'	0 to 914 mm	'Remove a strip from the right side of the original.'

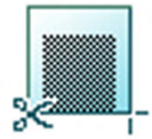
Settings group: 'Original width'

Setting	Settings values	Function
'By scanner'	'By scanner'	The width of the original is automatically detected by the scanner.
'Standard'	'A0' 'A1' 'A2' 'A3' 'E+ (36")' 'B1 (707 mm)' 'B2 (500 mm)'	The width of the original is a standard size. *Note:* Depend on the media series you defined in the Océ Express WebTools
'Custom'	210 to 914 mm	The width of the original is a custom size.

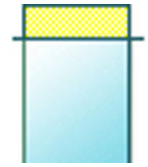
Settings group: 'Delete area'

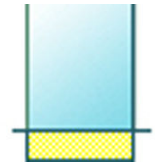
Setting	Settings values	Function
'X offset'	0 to 914 mm	'The horizontal offset where the delete area starts.' 
'Y offset'	0 to 6000 mm	'The vertical offset where the delete area starts.' 
'Width'	0 to 914 mm	'The width of the area to delete.' 
'Length'	0 to 6000 mm	'The length of the area to delete.' 

Settings group: 'Finishing'

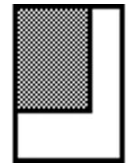
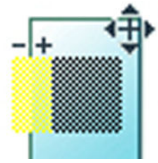
Setting	Settings values	Function
'Cut method'	'Synchro' 'Standard'	'Determines the cut size of the print. 'Standard': the print is cut to a standard media size (DIN, ANSI, ...). 'Synchro': the print length depends on the image.' 
'Output'	'Back output' 'Top Delivery Tray'	The location to deposit the sheet. *Note:* Not all media types can be delivered to the Top delivery tray.

Settings group: 'Add strip'

Setting	Settings values	Function
'Leading'	0 to 400 mm	'Adds a blank strip at the beginning of the output. Only valid when 'Cut size' is 'synchro'.' 

Setting	Settings values	Function
'Trailing'	0 to 400 mm	'Adds a blank strip at the bottom of the output. Only valid when 'Cut size' is 'synchro'. ' 

Settings group: 'Alignment'

Setting	Settings values	Function
'Alignment'	'Top left' 'Top' 'Top right' 'Left' 'Centre' 'Right' 'Bottom left' 'Bottom' 'Bottom right'	'Aligns the image on the media.' 
'Shift horizontal'	- 914 mm to + 914 mm	'Shifts the image in the horizontal direction (after alignment to one of the positions given in 'Alignment').' 
'Shift vertical'	- 1219 mm to + 1219 mm	'Shifts the image in the vertical direction (after alignment to one of positions given in 'Alignment').'

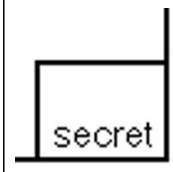
Settings group: 'Mirror'

Setting	Settings values	Function
'Mirror'	'On' 'Off'	'When 'on', the image is mirrored along the vertical axis (the media transport direction).'

Settings group: 'Drawing method'

Setting	Settings values	Function
'Method'	'DIN' 'Afnor' 'Ericsson'	Defines which drawing method is used for the legend position.
'Legend'	'Leading' 'Trailing'	'Defines whether the legend is located at the top (leading) or the bottom (trailing).'

Settings group: 'Stamp'

Setting	Settings values	Function
'Stamp'	None ------	Copy with a stamp
'Position'	'Top' 'Middle' 'Bottom'	'The position of the stamp inside the legend.' 
'Size'	'Small' 'Large'	'The size of the stamp.'
'Colour'	'Light grey' 'Grey' 'Dark grey' 'Black'	'The colour of the stamp.'

Settings group: 'Sort'

Setting	Settings values	Function
'Sort'	'By page' 'By set'	If you want to copy multiple sheet, you can indicate how the copied sheets must be sorted.

Make multiple sets of copies

Introduction

You can use the 'Create set' option to make multiple sets of copies.

Before you begin

If you must enter the same value for a setting very often, you can set this value as the default value for that setting in the Océ Express WebTools.
After you press the start key, the user panel always shows the job number and status of the job. A copy job appears temporarily in the 'Jobs - Queue' section of the Océ Express WebTools, a scan job appears in the Smart Inbox 'Scans'.

How to make multiple sets of copies sorted by set

1. Feed the original face up and centred on the original feeding table.

Note:
You do not need to centre the original precisely. The exact position of the original is automatically detected by the scanner.

The 'Copy' tab is automatically activated on the user panel.
2. Open the 'Copy' tab with the confirmation button above the scroll wheel.
3. Define the job settings.

- Open a template with the confirmation button .
  The 'Create set' option appears at the lower left corner of the screen.
- Select 'Create set' with the lower left soft key.
  The 'Close set' option appears at the lower left corner of the screen.
- Scroll to 'Sort', define 'By set' and confirm with the with confirmation button . This setting is disabled after you press the green button for the first time.
- Press'OK'.
- Change the settings for your first original if necessary.
- Define the number of copies and press the green button.
  You can not change the number of copies after you press the green button for the first time.

- Feed the next original, define the settings for this original if necessary and press the green button.
  You can use the lower right soft key to return to the default settings of your copy template.
  Repeat this step until all originals are fed.

4. Select 'Close set' with the lower left soft key.

How to make multiple sets of copies sorted by page

1. Feed the first original face up.
   The scanner takes the original.
2. Open the 'Copy' tab with the confirmation button above the scroll wheel.
3. Define the job settings.

- Open a template with the confirmation button .
  The 'Create set' option appears at the lower left corner of the screen.
- Select 'Create set' with the lower left soft key.
  The 'Close set' option appears at the lower left corner of the screen.
- Scroll to 'Sort', define 'By page' and confirm with the with confirmation button . This setting is disabled after you press the green button for the first time.
- Press'OK'.
- Change the settings for your first original if necessary.
- Define the number of copies and press the green button.
  You can not change the number of copies after you press the green button for the first time.
- Feed the next original, define the settings for this original if necessary and press the green button.
  You can use the lower right soft key to return to the default settings of your copy template.
  Repeat this step until all originals are fed.

4. Select 'Close set' with the lower left soft key.

Result

The Océ PlotWave 300 copies a set of originals sorted by set or by page.

Make a copy with a stamp

Introduction

A stamp is a pre-defined text you can set on every copy.

Before you begin

If you must enter the same value for a setting very often, you can set this value as the default value for that setting in the Océ Express WebTools.
After you press the start key, the user panel always shows the job number and status of the job. A copy job appears temporarily in the 'Jobs - Queue' section of the Océ Express WebTools, a scan job appears in the Smart Inbox 'Scans'.

How to make a copy with a stamp

1. Feed the original face up and centred on the original feeding table.

Note:
You do not need to centre the original precisely. The exact position of the original is automatically detected by the scanner.

The 'Copy' tab is automatically activated on the user panel.

2. Open the 'Copy' tab with the confirmation button above the scroll wheel.
3. Define the job settings.

- Open a template with the confirmation button .
- Scroll to 'Stamp' and open this setting with the confirmation button .
- Scroll to 'Stamp', select a stamp with the scroll wheel and confirm.
- Scroll to 'Position', select the correct position with the scroll wheel and confirm.
- Scroll to 'Size', select the correct size with the scroll wheel and confirm.
- Scroll to 'Colour', select the correct colour with the scroll wheel and confirm.

4. Define the number of copies and press the green button.

Result

The copy contains the selected stamp.

Scale to another media size

Introduction

You can use the 'Scale' setting to copy to a larger or smaller media format. Use one of the following methods to scale a copy.

- Select another media format with the 'To fit' setting.
- Adjust a value in terms of percentage with the 'Custom' setting.
  You can adjust a value between 25 and 400%. A value lower than 100% reduces the copy, a value greater than 100% enlarges the copy.

Before you begin

If you must enter the same value for a setting very often, you can set this value as the default value for that setting in the Océ Express WebTools.
After you press the start key, the user panel always shows the job number and status of the job. A copy job appears temporarily in the 'Jobs - Queue' section of the Océ Express WebTools, a scan job appears in the Smart Inbox 'Scans'.

How to copy to another media size

1. Feed the original face up and centred on the original feeding table.

Note:
You do not need to centre the original precisely. The exact position of the original is automatically detected by the scanner.

The 'Copy' tab is automatically activated on the user panel.

2. Open the 'Copy' tab with the confirmation button above the scroll wheel.
3. Define the job settings.

   - Open a template with the confirmation button .
   - Scroll to 'Scale' and open this setting with the confirmation button .
   - Scroll to 'To fit', select a standard media format from the media series you use and confirm.

4. Define the number of copies and press the green button.

Result

The Océ PlotWave 300 copies to another media size.

Make a copy on a cut sheet

Introduction

You can copy on cut sheet media if the required media type or size is not available on the media rolls of the printer.

Before you begin

If you must enter the same value for a setting very often, you can set this value as the default value for that setting in the Océ Express WebTools.
After you press the start key, the user panel always shows the job number and status of the job. A copy job appears temporarily in the 'Jobs - Queue' section of the Océ Express WebTools, a scan job appears in the Smart Inbox 'Scans'.

How to copy on a cut sheet

1. Feed the original face up and centred on the original feeding table.

Note:
You do not need to centre the original precisely. The exact position of the original is automatically detected by the scanner.

The 'Copy' tab is automatically activated on the user panel.

2. Open the 'Copy' tab with the confirmation button above the scroll wheel.
3. Define the job settings.

- Open a template with the confirmation button .
- Scroll to 'Media' and open this setting with the confirmation button .
- Scroll to 'Feed', select 'Manual' with the scroll wheel and confirm.
  The settings 'Size' and 'Type' appear.
- Scroll to 'Size', select the correct media size with the scroll wheel and confirm.
- Scroll to 'Type', select the correct media type with the scroll wheel and confirm.

4. Define the number of copies and press the green button.

5. Place the cut sheet media on the media bypass of the printer.

Note:
Use the media size indication on the media bypass to align the cut sheet media correctly. If you use a B1 media size (707 mm) you must align the cut sheet media with the A1 indent.

Result

The Océ PlotWave 300 copies on a cut sheet.

Make a copy and add a strip

Introduction

You can use a strip to file a drawing.
Use 'Add strip' to copy an original without a strip and add a strip to the copy. You can add a strip at the leading or trailing side of a copy.
Use 'Remove strip' to copy an original with a strip and remove the strip from the copy. You can remove a strip from the leading, the trailing, the left or the right side of the original.

Before you begin

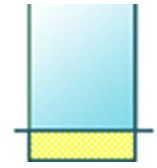
If you must enter the same value for a setting very often, you can set this value as the default value for that setting in the Océ Express WebTools.
After you press the start key, the user panel always shows the job number and status of the job. A copy job appears temporarily in the 'Jobs - Queue' section of the Océ Express WebTools, a scan job appears in the Smart Inbox 'Scans'.

How to make a copy and add a strip

1. Feed the original face up and centred on the original feeding table.

Note:
You do not need to centre the original precisely. The exact position of the original is automatically detected by the scanner.

The 'Copy' tab is automatically activated on the user panel.
2. Open the 'Copy' tab with the confirmation button above the scroll wheel.
3. Define the job settings.

	
The 'Leading' strip	The 'Trailing' strip

- Open a template with the confirmation button .
- Scroll to 'Add strip' and open this setting with the confirmation button .
- Scroll to 'Leading' or 'Trailing', define the value with the scroll wheel or numeric keys and confirm.

4. Define the number of copies and press the green button.

Result

The Océ PlotWave 300 adds a trailing or leading strip to the copy.

Make a copy and remove a strip

Introduction

You can use a strip to file a drawing.
Use 'Add strip' to copy an original without a strip and add a strip to the copy. You can add a strip at the leading or trailing side of a copy.
Use 'Remove strip' to copy an original with a strip and remove the strip from the copy. You can remove a strip from the leading, the trailing, the left or the right side of the original.

Before you begin

If you must enter the same value for a setting very often, you can set this value as the default value for that setting in the Océ Express WebTools.
After you press the start key, the user panel always shows the job number and status of the job. A copy job appears temporarily in the 'Jobs - Queue' section of the Océ Express WebTools, a scan job appears in the Smart Inbox 'Scans'.

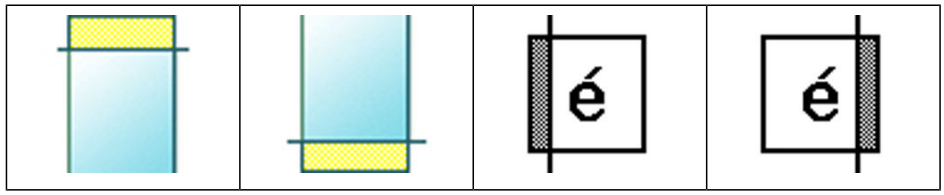
Attention:
When you remove a strip, make sure that you copied all the required information.

How to make a copy and remove a strip

1. Feed the original face up and centred on the original feeding table.

Note:
You do not need to centre the original precisely. The exact position of the original is automatically detected by the scanner.

The 'Copy' tab is automatically activated on the user panel.
2. Open the 'Copy' tab with the confirmation button above the scroll wheel.
3. Define the job settings.



The 'Leading' strip	The 'Trailing' strip	The 'Left' strip	The 'Right' strip

- Open a template with the confirmation button .
- Scroll to 'Remove strip' and open this setting with the confirmation button .
- Scroll to 'Leading', 'Trailing', 'Left' or 'Right', define the value with the scroll wheel or numeric keys and confirm.

4. Define the number of copies and press the green button.

Result

The Océ PlotWave 300 copies the original without a strip. You can also use this setting to copy a specific area of the original. (see *'Make a copy of a specific area of an original'* on page 193).

Make a copy of a specific area of an original

Introduction

You can make a copy of a specific area of an original with the 'Remove strip' setting. Define the following strips to specify the area.

- 'Leading'
- 'Trailing'
- 'Left'
- 'Right'

Before you begin

If you must enter the same value for a setting very often, you can set this value as the default value for that setting in the Océ Express WebTools.
After you press the start key, the user panel always shows the job number and status of the job. A copy job appears temporarily in the 'Jobs - Queue' section of the Océ Express WebTools, a scan job appears in the Smart Inbox 'Scans'.

Attention:
When you remove a strip, make sure that you copied all the required information.

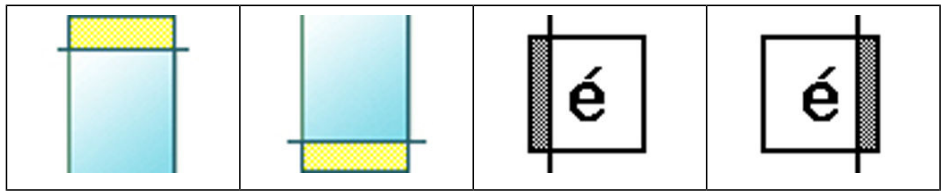
How to copy a specific area of an original

1. Feed the original face up and centred on the original feeding table.

Note:
You do not need to centre the original precisely. The exact position of the original is automatically detected by the scanner.

The 'Copy' tab is automatically activated on the user panel.

2. Open the 'Copy' tab with the confirmation button above the scroll wheel.
3. Define the job settings.



The 'Leading' strip	The 'Trailing' strip	The 'Left' strip	The 'Right' strip

- Open a template with the confirmation button .
- Scroll to 'Remove strip' and open this setting with the confirmation button .
- Scroll to 'Leading', define the value with the scroll wheel or numeric keys and confirm.
- Scroll to 'Trailing', define the value with the scroll wheel or numeric keys and confirm.
- Scroll to 'Left', define the value with the scroll wheel or numeric keys and confirm.
- Scroll to 'Right', define the value with the scroll wheel or numeric keys and confirm.
- Press 'OK'
- Scroll to 'Alignment' and open this setting with the confirmation button .
- Scroll to 'Alignment', select 'Centre' with the scroll wheel and confirm.

4. Define the number of copies and press the green button.

Note:
You can use the 'Alignment''Shift horizontal' and 'Shift vertical' to adjust the defined position of the specified area.

Result

The Océ PlotWave 300 copies a specific area of the original to the specified position on the copy.

Make a copy and delete a specific area of an original

Introduction

You can make a copy without a specific area of an original with the 'Delete area' setting. You can use 2 settings to define the dimensions of the delete area and you can use 2 settings to define the relative position of the delete area on the sheet.

Define the relative position of the delete area with the following settings.

- 'X offset'
- 'Y offset'

Define the dimensions of the delete area

- 'Width'
- 'Length'

Before you begin

If you must enter the same value for a setting very often, you can set this value as the default value for that setting in the Océ Express WebTools.
After you press the start key, the user panel always shows the job number and status of the job. A copy job appears temporarily in the 'Jobs - Queue' section of the Océ Express WebTools, a scan job appears in the Smart Inbox 'Scans'.

Attention:
When you copy without a specific area, make sure that you copied all the required information.

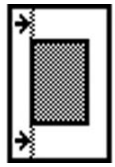
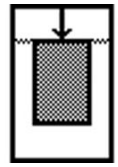
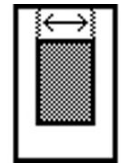
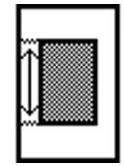
How to copy without a specific area of an original

1. Feed the original face up and centred on the original feeding table.

Note:
You do not need to centre the original precisely. The exact position of the original is automatically detected by the scanner.

The 'Copy' tab is automatically activated on the user panel.

2. Open the 'Copy' tab with the confirmation button above the scroll wheel.
3. Define the job settings.

			
The 'X offset'	The 'Y offset'	The 'Width'	The 'Length'

- Open a template with the confirmation button .
- Scroll to 'Delete area' and open this setting with the confirmation button .
- Scroll to 'X offset', define the value with the scroll wheel or numeric keys and confirm.
- Scroll to 'Y offset', define the value with the scroll wheel or numeric keys and confirm.
- Scroll to 'Width', define the value with the scroll wheel or numeric keys and confirm.
- Scroll to 'Length', define the value with the scroll wheel or numeric keys and confirm.
- Press 'OK'

4. Define the number of copies and press the green button.

Result

The Océ PlotWave 300 copies an original without the specified area.

Basic scan jobs

Introduction to scan jobs

A basic scan job only takes three steps. Feed the original face up, select 'Scan' on the user panel and press the green button. Every other type of scan job is called an extended scan job.

An extended scan job takes some additional steps, where you select a specific scan template and, if necessary, change the predefined scan job settings on the user panel. The scan templates are defined in the Océ Express WebTools (see *'Define the scan job preferences and scan templates'* on page 130). When you select 'Scan', the user panel shows four scan templates. The scan templates provide access to the different settings per scan template. You can use the scroll wheel to see all the predefined settings. When the scan job is finished, the scanned file is placed in the Smart Inbox 'Scans'.

Feed the original

Attention:
The scanner can not scan an original that is thicker than 0.65 mm or rigid originals. When you use the carrier sheet that is available as an option, ensure that the combined thickness of both the document and carrier sheet does not exceed 0.65 mm. (see *'Use the carrier sheet'* on page 200)

Attention:
Do not pull back the original when it is already fed into the scanner. To release the original press the red stop button on the user panel.

How to feed the original

1. Feed the original face up and centred on the original feeding table.

Note:
You do not need to centre the original precisely. The exact position of the original is automatically detected by the scanner.

2. The scanner takes the original.

Note:
After the scan procedure the scanner always holds the original. You can release the original if you select 'Release paper' on the user panel.

Use the carrier sheet

Introduction

The carrier sheet is available as an option. The use of the carrier sheet depends on the condition of your original.

When to do

You must use the carrier sheet if you want to copy or scan the following types of originals.

- An original that is smaller than A4 size.
- An original that is fragile, damaged or heavy curled.
- An original that is badly creased.
- An original that has other pieces of paper attached to it.

Attention:
When handling the carrier sheet, be very careful not to scratch or otherwise damage it.

Note:
If you use the carrier sheet when scanning colour documents, the colours may shift slightly in some cases.

How to use the carrier sheet

1. Open the carrier sheet and place the original. The printed side of the original must be visible through the transparent protection sheet.
2. Place the carrier sheet with the original face up and centred on the original feeding table.

Attention:
Make sure that you first feed the sealed side of the carrier sheet into the scanner.

3. Feed the carrier sheet with the original into the scanner.

Note:
The scanner will detect the width of the carrier sheet as the original width.

4. The scanner takes the carrier sheet with the original.

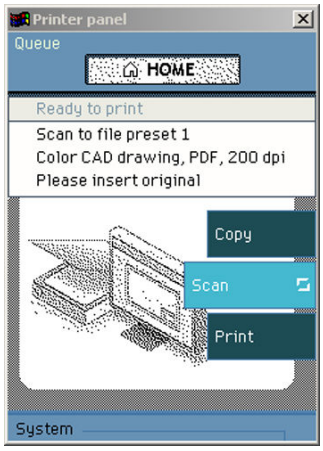
Note:
After the scan procedure the scanner always holds the carrier sheet. You can release the carrier sheet if you select 'Release paper' on the user panel.

Do a basic scan job

1. Feed the original face up and centred on the original feeding table.

Note:
You do not need to centre the original precisely. The exact position of the original is automatically detected by the scanner.

2. Select 'Scan' on the user panel.



3. Press the green button.

Result

You do a basic scan job in 3 steps. The basic scan job uses the settings of the first scan template.

Extended scan jobs

Introduction to scan jobs

A basic scan job only takes three steps. Feed the original face up, select 'Scan' on the user panel and press the green button. Every other type of scan job is called an extended scan job.

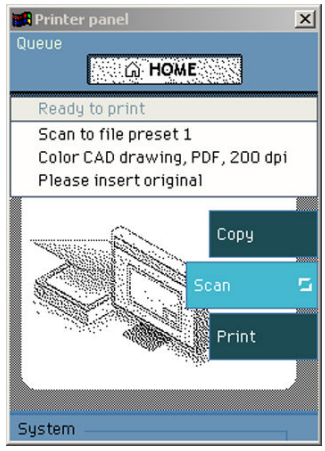
An extended scan job takes some additional steps, where you select a specific scan template and, if necessary, change the predefined scan job settings on the user panel. The scan templates are defined in the Océ Express WebTools (see *'Define the scan job preferences and scan templates'* on page 130). When you select 'Scan', the user panel shows four scan templates. The scan templates provide access to the different settings per scan template. You can use the scroll wheel to see all the predefined settings. When the scan job is finished, the scanned file is placed in the Smart Inbox 'Scans'.

Do an extended scan job

1. Feed the original face up and centred on the original feeding table.

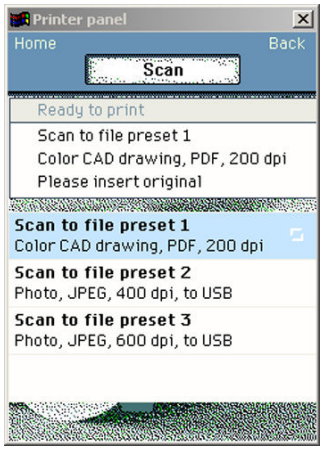
Note:
You do not need to centre the original precisely. The exact position of the original is automatically detected by the scanner.

2. Select 'Scan' on the user panel.

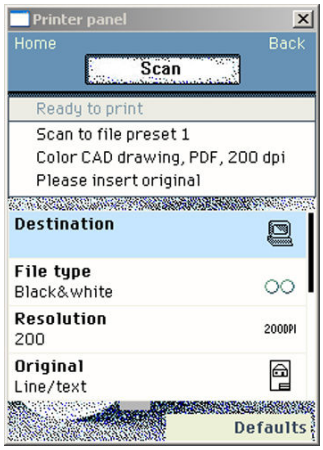


3. Open the 'Scan' tab with the confirmation button above the scroll wheel.

4. Select your scan template.
   If you want to change the pre-defined settings of the selected scan template, use the confirmation button to open the scan template and display an overview of the pre-defined settings groups.

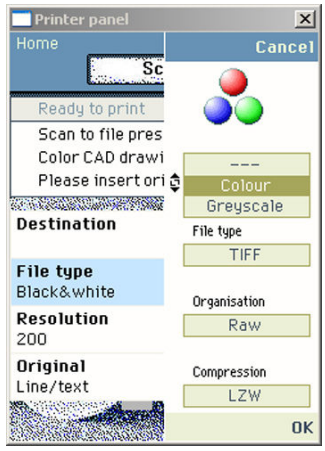


5. Scroll to the settings group you want to change.



6. ■ Open the settings group you want to change with the confirmation button and scroll to the setting you want to change.
   ■ Open this setting, scroll through the settings values and select the correct value with the confirmation button .
   ■ Change the other settings in the settings group if necessary.

- Select 'OK' to return to the overview of the predefined settings groups.



7. Repeat step 5 and 6 until you have set all the correct values for your scan job.
8. Press the green button.

Available settings for scan jobs

Introduction

The Océ PlotWave 300 provides a lot of settings to manage all your different scan jobs. These settings are used for extended scan jobs. The following table gives an overview and a very short description of the available settings. You can find a detailed description of each setting in the Océ Express WebTools.

Settings group: 'Destination'

Setting	Settings values	Function
'Destination'	You can select one of the names of the scan destinations that you configured in the Océ Express WebTools.	'The destination to put the scans into.' (see *'Configure a local scan destination'* on page 113)

Settings group: 'File type'

Setting	Settings values	Function
Note: Depending on the colour mode and file type you select the values for the compression mode and organisation will change. For some file types, the compression and organisation settings cannot be set in all situations. (see also *"File type"* on page 214)		
'Colour'	'Colour' 'Greyscale' 'Black&white'	'Defines whether a colour, greyscale or black-and-white scan must be made.'

Setting	Settings values	Function
'File type'	'TIFF' 'TIFF (multipage)' 'PDF' 'PDF (PDF/A)' 'PDF (PDF/A, multi-page)' 'JPEG' 'CALS'	'The file type of the scanned image.'
'Organisation'	'Raw' 'Stripped' 'Tiled'	'The file organisation when scanning to TIFF.'
'Compression'	'LZW' 'Packbits' 'None' 'Flate' 'JPEG' 'Group 4' 'Group 3'	The compression type when scanning to TIFF or to PDF.
'JPEG quality'	'Maximum' 'High' 'Medium' 'Low'	'The image quality when scanning to PDF with JPEG compression. With a lower quality, the compression increases giving a smaller file size.'

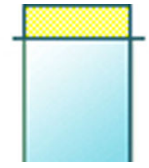
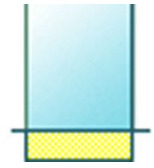
Settings group: 'Resolution'

Setting	Settings values	Function
'Resolution'	'100' '200' '300' '400' '600'	'The resolution of the scanned image in dpi.'

Settings group: 'Original'

Setting	Settings values	Function
'Original type'	'Line/text' 'Coloured original' 'Photo' 'Blueprint' 'Dark original'	'The type of original. When scanning to colour, no original type needs to be specified.'
'Backgnd comp'	'On' 'Off' 'Auto'	Reduce the background noise of the image.

Settings group: 'Remove strip'

Setting	Settings values	Function
'Leading'	0 to 400 mm	'Remove a strip from the beginning of the original.' 
'Trailing'	0 to 400 mm	'Remove a strip from the bottom of the original.' 

Setting	Settings values	Function
'Left'	0 to 914 mm	'Remove a strip from the left side of the original.'
'Right'	0 to 914 mm	'Remove a strip from the right side of the original.'

Settings group: 'Original width'

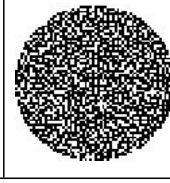
Setting	Settings values	Function
'By scanner'	'By scanner'	The width of the original is automatically detected by the scanner.
'Standard'	'A0' 'A1' 'A2' 'A3' 'E+ (36")' 'B1 (707 mm)' 'B2 (500 mm)'	The width of the original is a standard size. *Note:* Depend on the media series you defined in the Océ Express WebTools

Setting	Settings values	Function
'Custom'	210 to 914 mm	The width of the original is a custom size.

Settings group: 'Mirror'

Setting	Settings values	Function
'Mirror'	'On' 'Off'	'When 'on', the image is mirrored along the vertical axis (the media transport direction).'

Settings group: 'Lighter/darker'

Setting	Settings values	Function
'Lighter/darker'	-5 to +5	'Increase the value for darker scans; decrease for lighter scans.' 

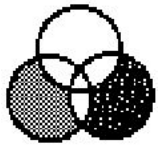
Settings group: 'Checkprint'

Setting	Settings values	Function
'Checkprint'	'On' 'Off'	'When 'on', a print is made of the scanned image. When scan-to-colour is selected, a check-print cannot be made.'

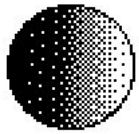
'File type'

Depending on the colour mode and file type you select the values for the compression mode and organisation will change. For some File types, the Compression and Organisation settings cannot be set in all situations.

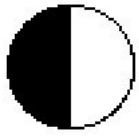
Colour mode: Colour

'Colour' mode	'File type'	'Organisation'	'Compression'	'JPEG quality'
'Colour' 	'TIFF' 'TIFF (multi-page)'	'Raw' 'Stripped' 'Tiled'	'LZW' 'Packbits' 'None'	Not applicable
	'PDF' 'PDF (PDF/A)' 'PDF (PDF/A, multipage)'	Not applicable	'Flate' 'None'	Not applicable
			'JPEG'	'Maximum' 'High' 'Medium' 'Low'
	'JPEG'	Not applicable	Not applicable	'Maximum' 'High' 'Medium' 'Low'

Colour mode: Greyscale

'Colour' mode	'File type'	'Organisation'	'Compression'	'JPEG quality'
'Greyscale' 	'TIFF' 'TIFF (multi-page)'	'Raw' 'Stripped' 'Tiled'	'LZW' 'Packbits' 'None'	Not applicable
	'PDF' 'PDF (PDF/A)' 'PDF (PDF/A, multipage)'	Not applicable	'Flate' 'None'	Not applicable
			'JPEG'	'Maximum' 'High' 'Medium' 'Low'
	'JPEG'	Not applicable	Not applicable	'Maximum' 'High' 'Medium' 'Low'

Colour mode: Black and White

'Colour' mode	'File type'	'Organisation'	'Compression'	'JPEG quality'
'Black&white' 	'TIFF' 'TIFF (multi-page)'	'Raw' 'Stripped' 'Tiled'	'Group 4' 'Group 3' 'Packbits' 'None'	Not applicable
	'PDF' 'PDF (PDF/A)'[1] 'PDF (PDF/A, multipage)'[1]	Not applicable	'Group 4' 'Flate' 'None'	Not applicable
	'CALS'	Not applicable	Not applicable	Not applicable

Make a scan and remove a strip

Introduction

Use 'Remove strip' to scan an original with a strip and remove the strip from the scanned file. You can remove a strip from the leading, the trailing, the left or the right side of the original.

Before you begin

If you must enter the same value for a setting very often, you can set this value as the default value for that setting in the Océ Express WebTools.
After you press the start key, the user panel always shows the job number and status of the job. A copy job appears temporarily in the 'Jobs - Queue' section of the Océ Express WebTools, a scan job appears in the Smart Inbox 'Scans'.

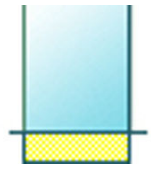
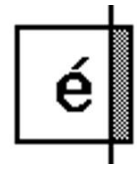
Attention:
When you remove a strip, make sure that you scan all the required information.

How to make a scan and remove a strip

1. Feed the original face up and centred on the original feeding table.

Note:
You do not need to centre the original precisely. The exact position of the original is automatically detected by the scanner.

2. Select 'Scan' on the user panel.
3. Open the 'Scan' tab with the confirmation button above the scroll wheel.
4. Define the job settings.

			
The 'Leading' strip	The 'Trailing' strip	The 'Left' strip	The 'Right' strip

- Open a template with the confirmation button .
- Scroll to 'Remove strip' and open this setting with the confirmation button .

- Scroll to 'Leading', 'Trailing', 'Left' or 'Right', define the value with the scroll wheel or numeric keys and confirm.

5. Press the green button.

Result

The Océ PlotWave 300 scans the original without a strip.

Chapter 6
Maintain the printing system

Move the printing system

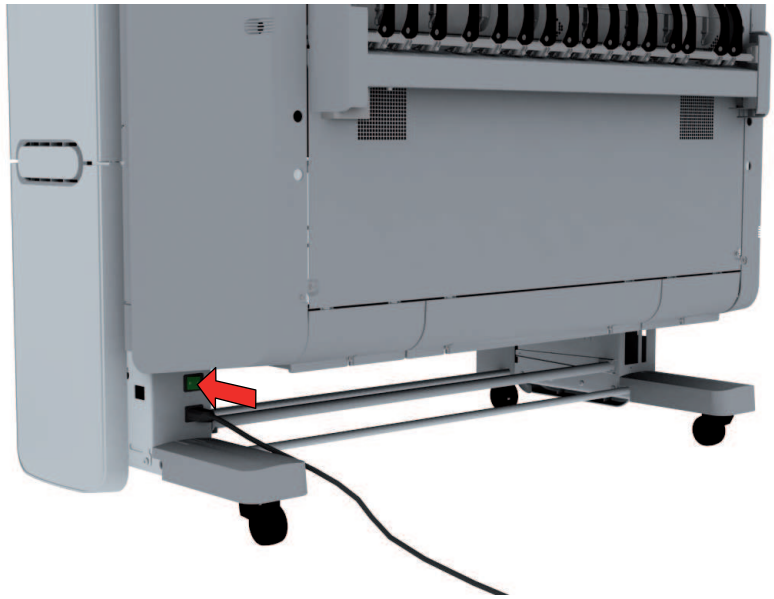
Switch off the printing system

1. Use the on / off button at the front side of the printer to switch off the printing system. The lighted button starts to blink.

Note:
You can also use the 'Shut down' button in the Océ Express WebTools.

Attention:
Wait until the on / off button stops blinking.

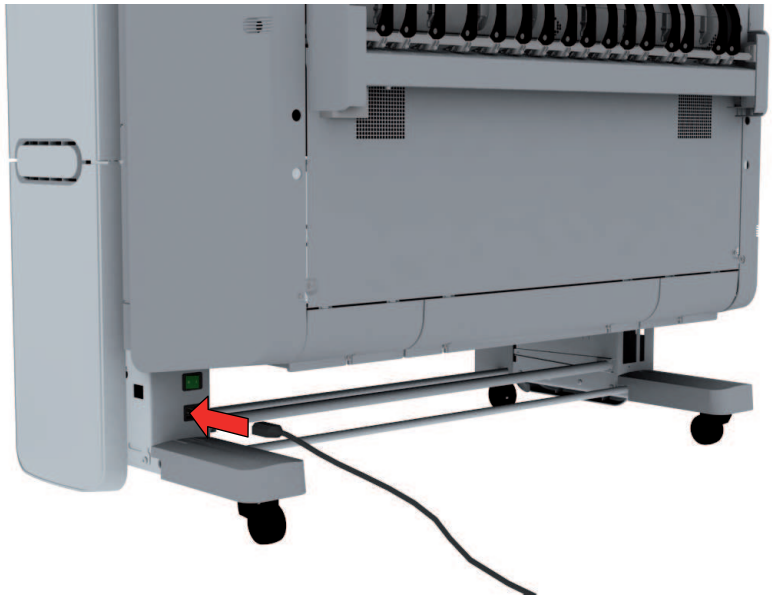
2. Switch off the power switch at the rear side of the printing system.



Disconnect the mains supply cable

Attention:
Make sure the main power switch is in 'off' position.

1. Remove the 'Power' cable form the wall socket.
2. Remove the other side of the 'Power' cable from the power connection on the 'Connection panel' at the back of the printer.

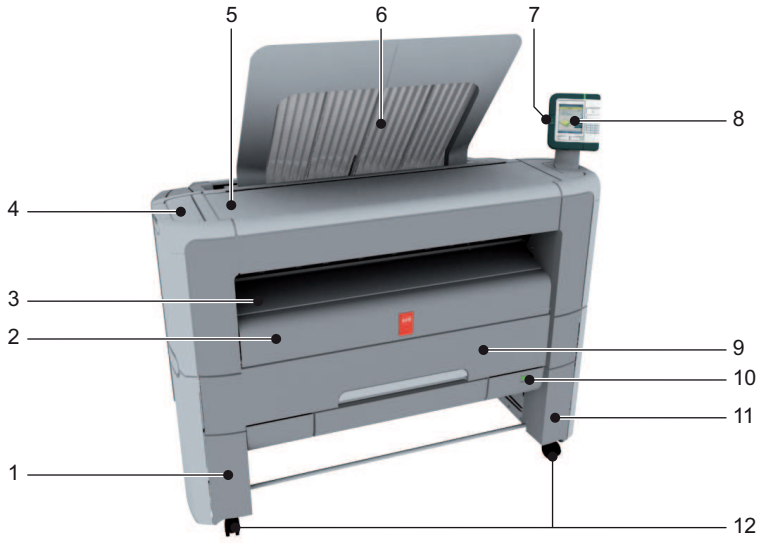


Move and re-adjust the printing system

Introduction

When you move the printing system to a new location you must check if it needs re-adjustment to ensure the best output quality.

You need two tools for the adjustment procedure. You can find these tools behind the lower right front cover (14).



Required tool

- Allen key
- Key wrench

Attention:
If connected you must first switch off and disconnect the Océ PlotWave™ 300. (see *'Switch off the printing system'* on page 220 and *'Disconnect the mains supply cable'* on page 222).

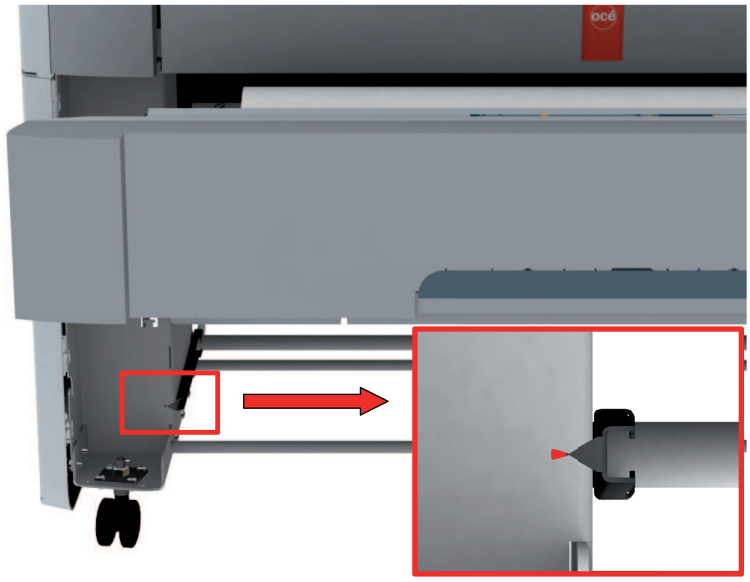
Attention:
Close the media drawers.

Note:
Be aware of the printer working area. (see *'Working area [Footprint]'* on page 23).

1. Move the printing system to its new location.
2. Pull firmly to open the media drawer.

3. Slide the lower left front cover (1) to remove it.

4. Check if the level indicator arrow is exactly on the middle of the marker.
   If no, continue with step 5.
   If yes, continue with step 9.



5. Slide up the lower right front cover (11) to remove it and get access to the tools you need for the adjustment procedure.

6. Loosen the nut with the key wrench.

7. Use the Allen key to adjust the level until the level indicator arrow is exactly on the middle of the marker.

8. Lock the nut with the key wrench.

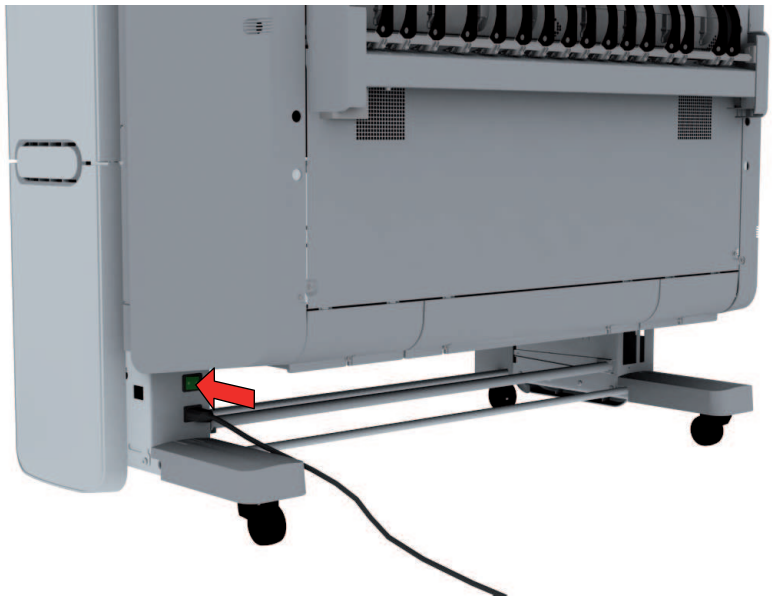
9. Replace the lower left front cover.

10. Replace the tools and replace the lower right front cover.

11. Close the media drawer.

Switch on the printing system

1. Switch on the power switch at the rear side of the printing system.



2. Use the on / off button at the front side of the printer to switch on the printing system.

Note:
You can also use the 'Shut down' button in the Océ Express WebTools.

Replace the media

The media drawer

Illustration

Component - function table

Nr	Component	Description / Function
1	roll holder	Carries the media roll
2	media roll 1	
3	media roll 2 (optional)	
4	roll loading station	Groove integrated behind the front cover of the media drawer.
5	clean cut button	This button is used to trim a strip of a new or damaged media roll.

Remove a media roll

Attention:
Handle the media roll with care. A dented media roll can damage the printer.

Attention:
Do not open the media drawer during the print process.

Caution:
Watch your fingers when you handle the media roll.

Caution:
If you want to remove an Ao media roll from position 2, you must make sure to bend your knees as indicated below.

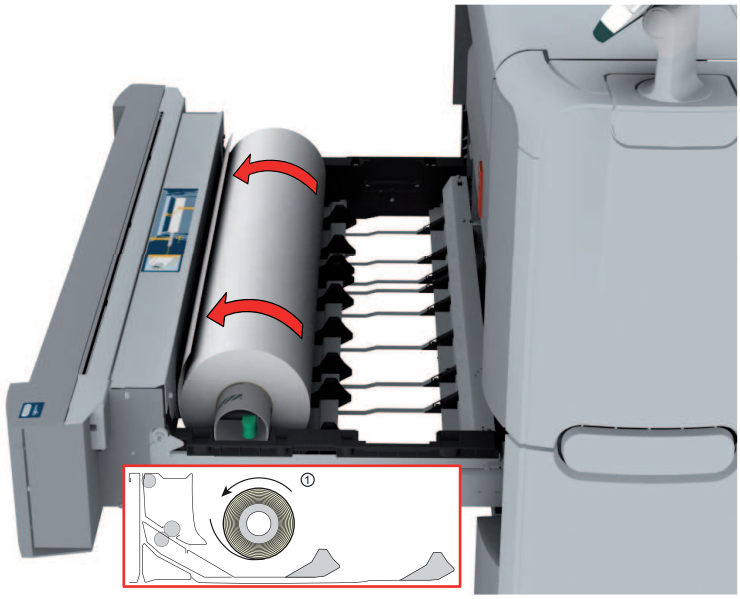
Illustration

[220] Bend your knees when you remove an A0 media roll from position 2

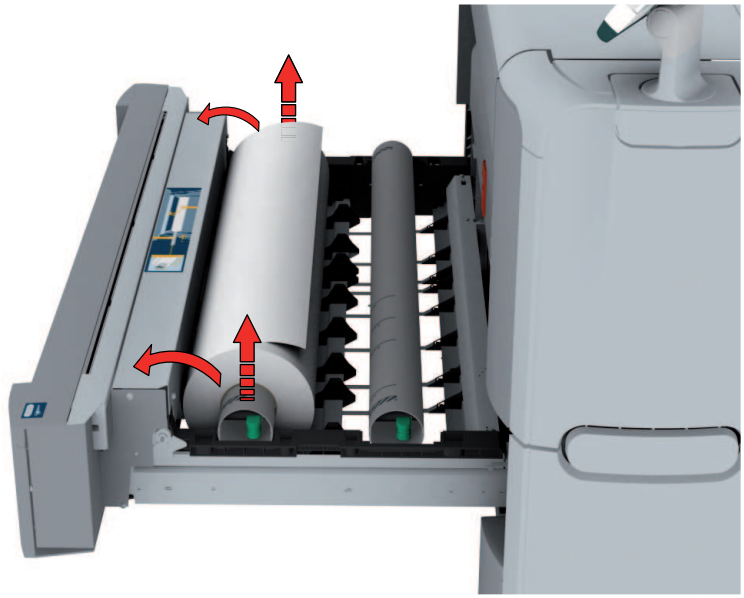
How to remove a media roll

1. Pull firmly to open the media drawer.

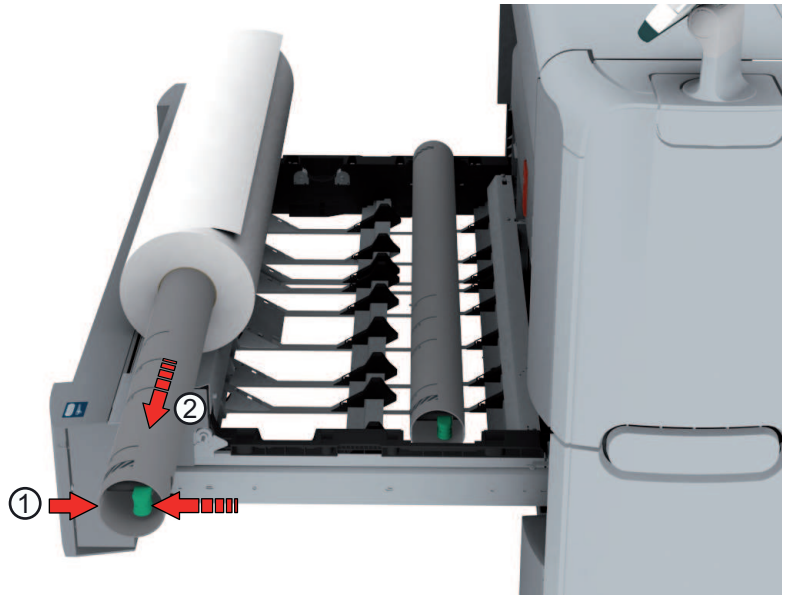
2. Roll back the media manually to remove the media from the metal paper guide.



3. Use both hands (as indicated) to lift the roll holder with the media roll and put it on the roll loading station.



4. Pull the handle of the roll holder locking mechanism towards you and remove the roll holder from the core of the media roll.



5. Remove the media roll from the roll loading station.

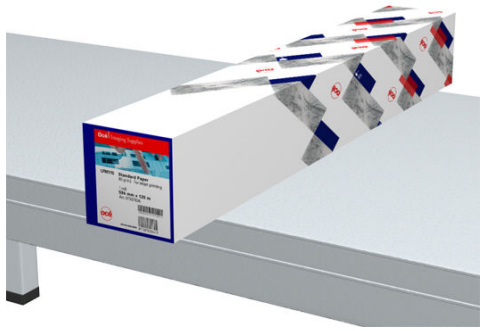
Unpack the media roll

Attention:
Handle the media roll with care. A dented media roll can damage the printer.

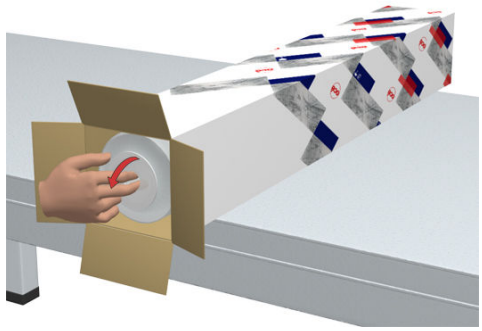
Attention:
Please refer to the list of *'Preferred Océ media types and sizes'* on page 300 to find the corresponding media name that you must select on your user panel.

Attention:
Always write the correct media name inside the core, after you unpack the media roll. In that case, if you replace a media roll before it is empty and you want to re-use it later, you will have the correct media information available.

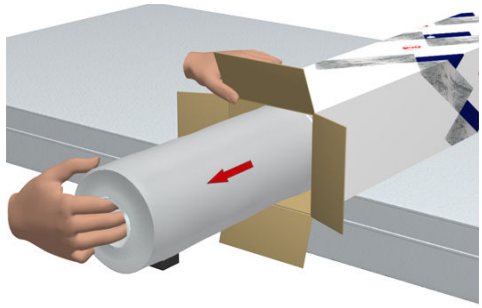
1. Place the media box on a table and open it.



2. Remove the plug from the media roll.



3. Carefully remove the media roll from the box.



4. Remove the other plug and plastic around the media roll.

Load a media roll (position 1)

Note:
When your printing system is equipped with an additional second media roll, it is advised to load an A0 media roll on position 1 and an A2 media roll on position 2.

Attention:
Handle the media roll with care. A dented media roll can damage the printer.

Attention:
Please refer to the list of *'Preferred Océ media types and sizes'* on page 300 to find the corresponding media name that you must select on your user panel.

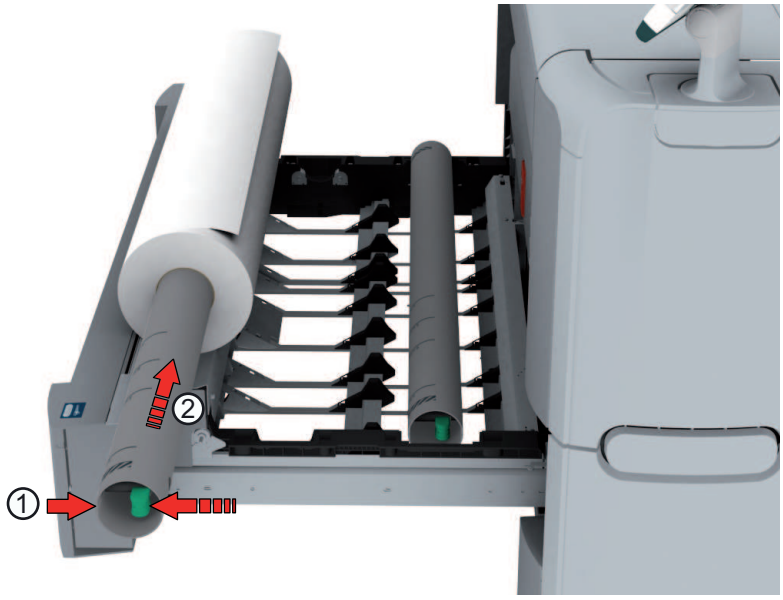
Attention:
Always write the correct media name inside the core, after you unpack the media roll. In that case, if you replace a media roll before it is empty and you want to re-use it later, you will have the correct media information available.

Caution:
Watch your fingers when you handle the media roll.

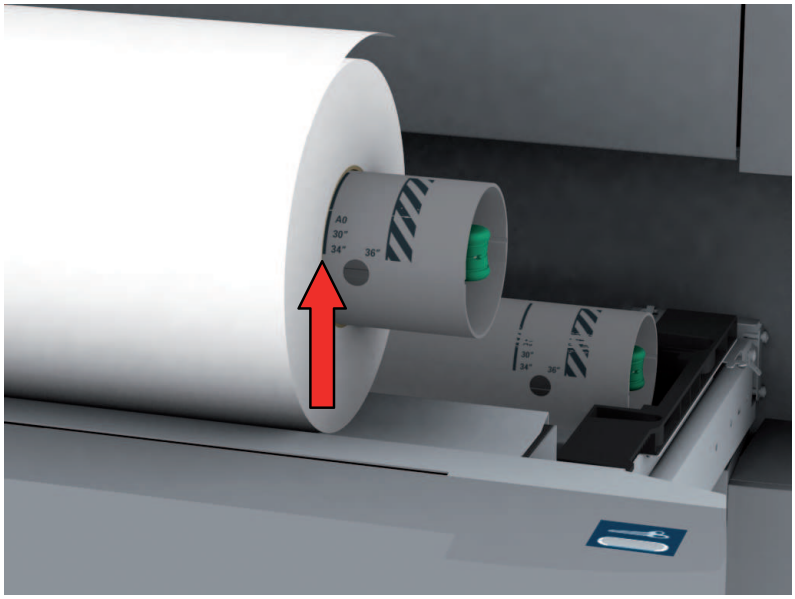
How to load a media roll on position 1

1. Pull firmly to open the media drawer.

2. Place the new media roll on the roll loading station.
3. Pull the handle of the roll holder locking mechanism towards you (1) and slide (2) the roll holder into the right side of the core of the new media roll.

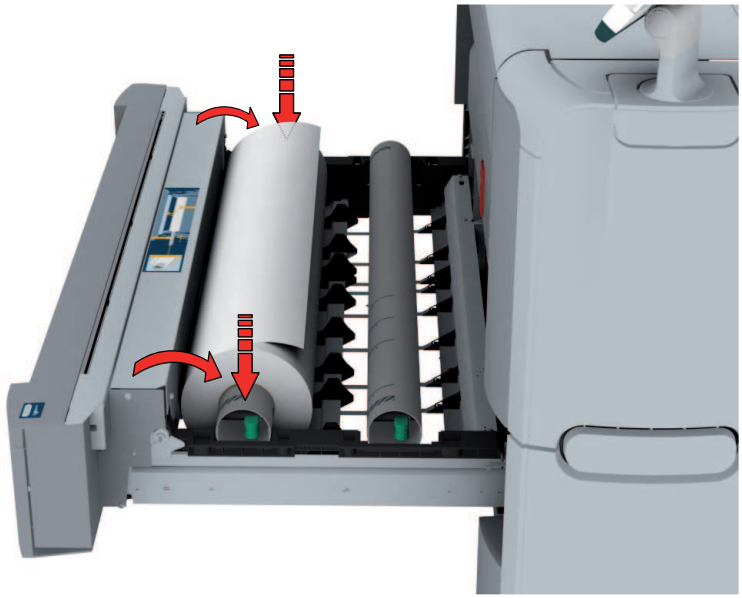


4. Align the roll with the **centre of the correct size indicator** on the roll holder and release the handle of the locking mechanism.

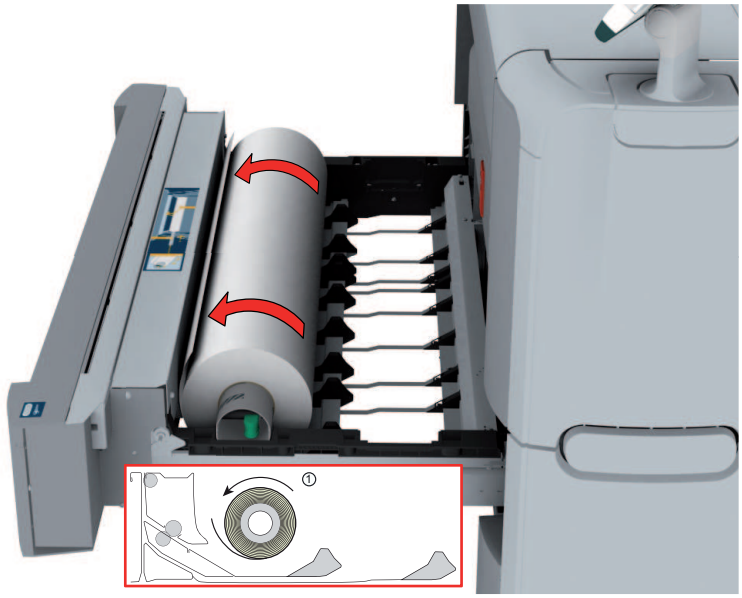


Note:
If you use a B1 media size (707 mm) you must align the media roll with the A1 indent.

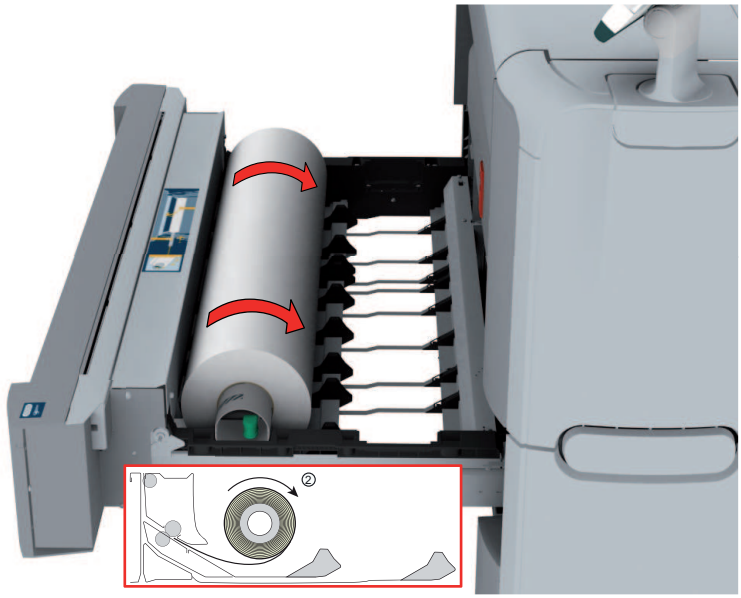
5. Remove the tapes from the new media roll and use both hands (as indicated) to place the media roll in the media drawer.



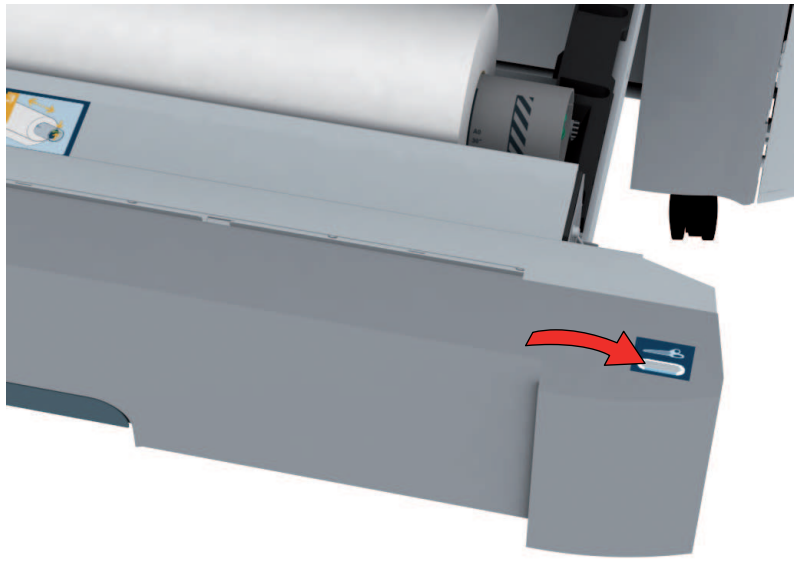
6. Use both hands to turn the media roll backwards (1) until the media flap has passed the metal paper guide.



7. Use both hands to slide the media under the metal paper guide (2) until the media is transported automatically.



8. Press the clean cut button to trim a strip of the new media roll.



9. Close the media drawer.

Note:
Do not open the 'Media drawer' during loading.

10. The user panel displays the message 'New media detected on roll 1' or 'New media detected on roll 2'. Follow the steps in the wizard to define the correct media type. The media size is detected automatically.

Load a media roll (position 2)

Note:
When your printing system is equipped with an additional second media roll, it is advised to load an A0 media roll on position 1 and an A2 media roll on position 2.

Attention:
Handle the media roll with care. A dented media roll can damage the printer.

Attention:
Please refer to the list of *'Preferred Océ media types and sizes'* on page 300 to find the corresponding media name that you must select on your user panel.

Attention:
Always write the correct media name inside the core, after you unpack the media roll. In that case, if you replace a media roll before it is empty and you want to re-use it later, you will have the correct media information available.

Caution:
Watch your fingers when you handle the media roll.

Caution:
If you want to load an A0 media roll on position 2, you must make sure to bend your knees as indicated below.

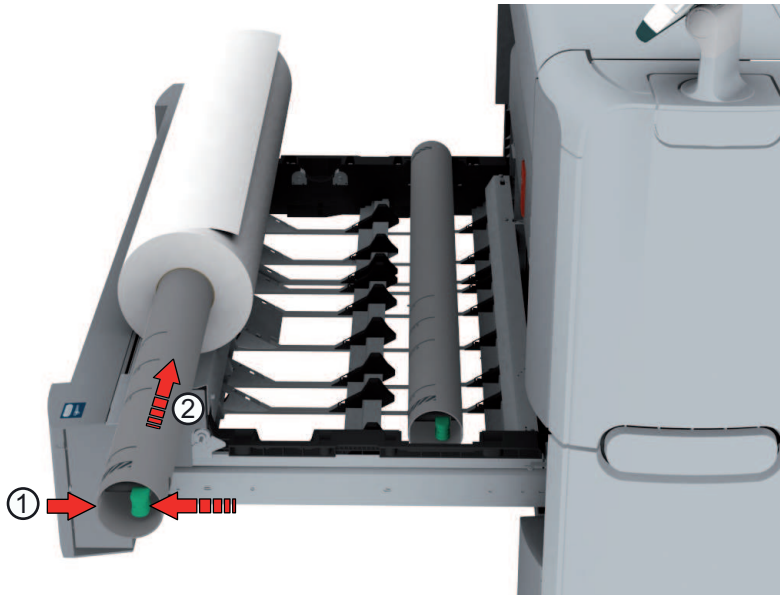
Illustration

[235] Bend your knees when you load an A0 media roll on position 2

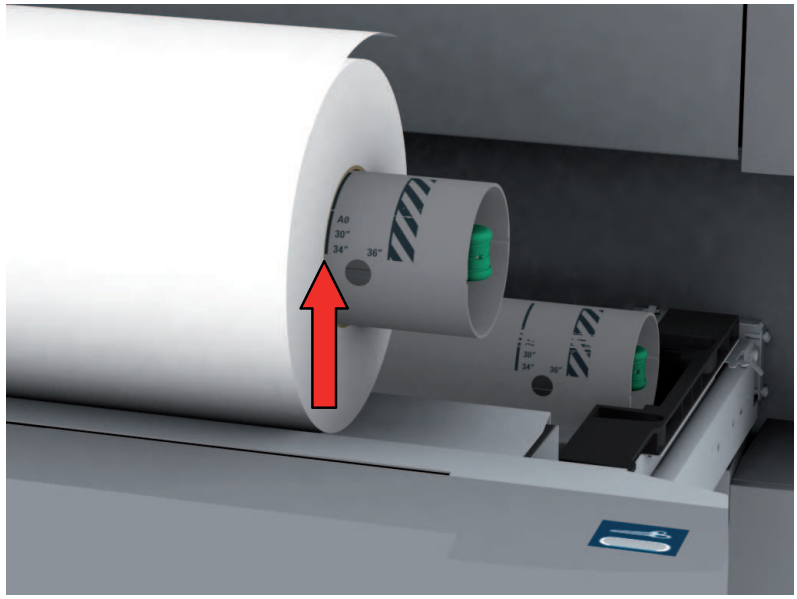
How to load a media roll on position 2

1. Pull firmly to open the media drawer.

2. Place the new media roll on the roll loading station.
3. Pull the handle of the roll holder locking mechanism towards you (1) and slide (2) the roll holder into the right side of the core of the new media roll.

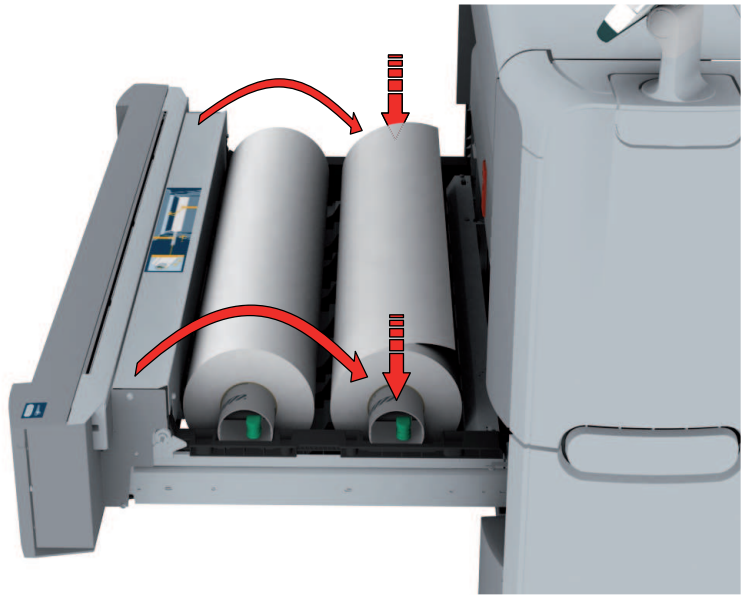


4. Align the roll with the **centre of the correct size indicator** on the roll holder and release the handle of the locking mechanism.

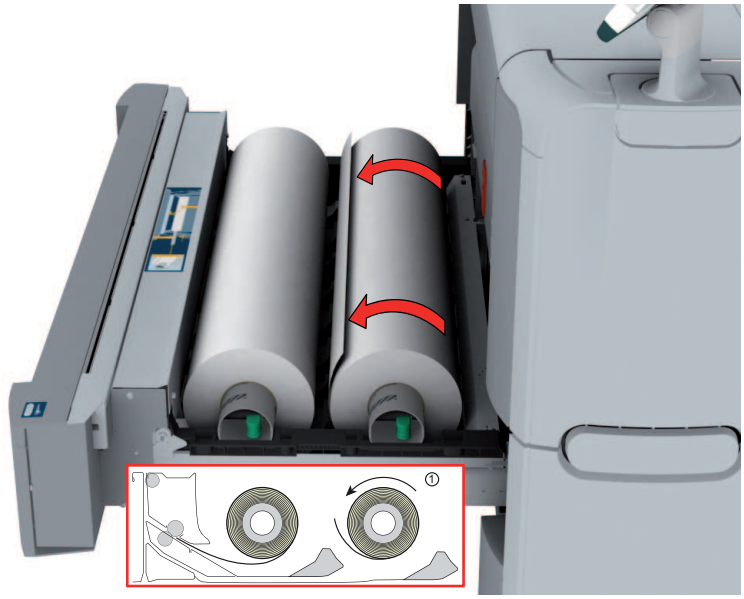


Note:
If you use a B1 media size (707 mm) you must align the media roll with the A1 indent.

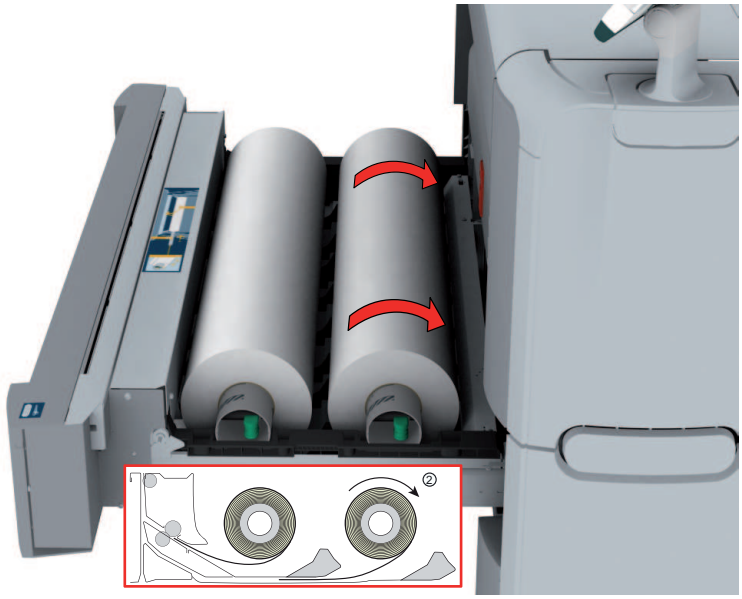
5. Remove the tapes from the new media roll and use both hands (as indicated) to place the media roll in the media drawer.



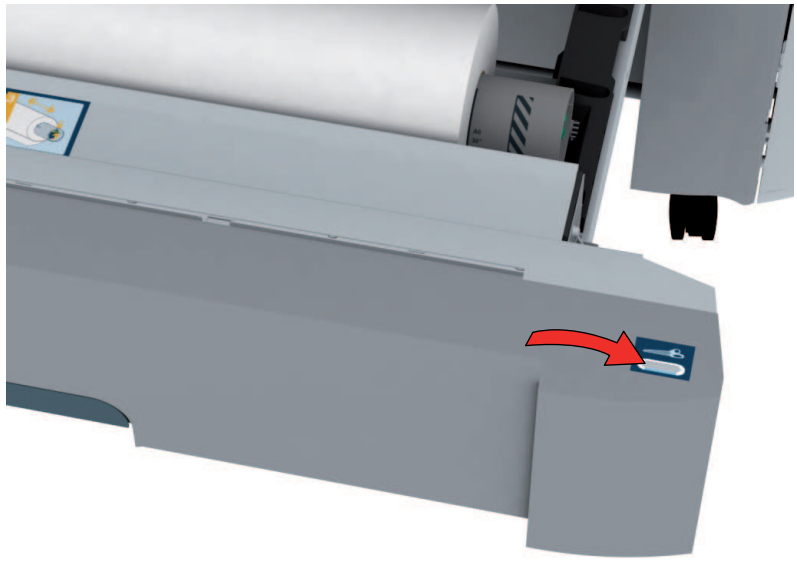
6. Use both hands to turn the media roll backwards (1) until the media flap has passed the metal paper guide.



7. Use both hands to slide the media under the metal paper guide (2) until the media is transported automatically.



8. Press the clean cut button to trim a strip of the new media roll.



9. Close the media drawer.

Note:
Do not open the 'Media drawer' during loading.

10. The user panel displays the message 'New media detected on roll 1' or 'New media detected on roll 2'. Follow the steps in the wizard to define the correct media type. The media size is detected automatically.

Change the media type and media size

Introduction

When you load a new type of media, the system automatically detects the new media and asks you to enter the correct media type and the media size. When the media type or the media size defined on the system is not correct you can change these settings.

Change the media type and size

1. From the'HOME' screen select the 'System' tab.
2. Open the 'Media' section with the confirmation button .
3. Use the scroll wheel to select 'Roll 1' or 'Roll 2' or 'Manual feed' and press 'Next > '.
4. Use the scroll wheel to select the correct media type and press 'Next > '.
5. Use the scroll wheel to select the correct media size and press 'Finish'.

Refill the toner

Refill the toner

Introduction

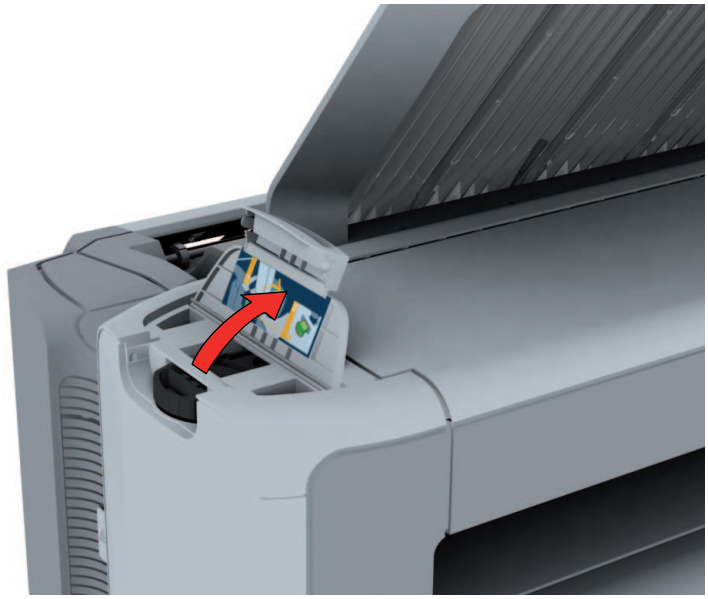
If the 'Refill toner' message appears on the user panel, you must refill the toner immediately. Use only 1 bottle of Océ PlotWave 300 toner each time the Océ PlotWave 300 indicates the toner must be refilled.

Note:
Every second time you have refilled the toner, you must also replace the residual toner container. (see *'Replace the residual toner container'* on page 253).

Note:
You can leave the printer turned on when you refill the toner.

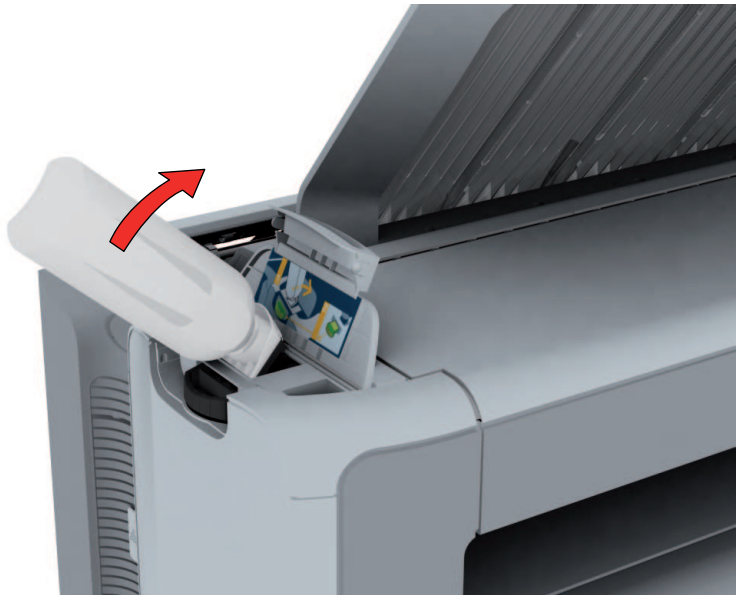
How to refill the toner

1. Open the toner compartment.

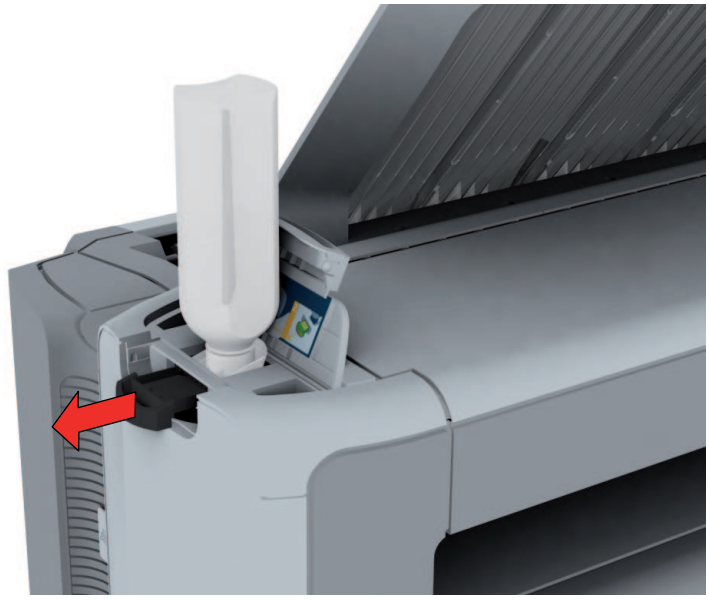


2. Shake the toner bottle thoroughly. Leave the bottle closed.

3. Place the bottle on the refill opening of the toner unit.



4. Pull the slider towards you to open both the bottle and the refill opening of the toner unit.



5. Tap the toner bottle gently (sideways) to let the toner flow from the bottle.
6. When the toner bottle is empty, return the slider of the toner unit to the original position to close the refill opening and the toner bottle. You can now remove the toner bottle from the opening.

Replace the residual toner container

Introduction

Every second time you have have refilled the toner, you must also replace the residual toner container

Note:
You can leave the printer turned on when you replace the residual toner container.

How to replace the residual toner container

1. Open the residual toner compartment.

2. Remove the full residual toner container.

Note:
The residual toner container can de disposed normally.

3. Place the empty residual toner container.
4. Close the residual toner compartment.

Maintain the scanner

Clean the scanner

Introduction

	Component	Description / Function
1	originals exit	Exits originals for reception into the front original tray.
2	original size ruler	Use this ruler to measure the original.
3	original feed rollers	
4	scanner top cover	
5	scanner open levers	
6	original support rollers	
7	scanner top cover rollers	
8	original sensors	
9	transparent contact plates	Cover of the image sensors.
10	original feeding table	Use this table is you feed the original into the scanner.

When to do

The copy and scan quality can decrease if

- the transparent contact plates (9) are dirty or static.
- The original support rollers are dirty and you use transparent originals.

In that case you must clean the scanner to ensure top quality output.

How to clean the scanner

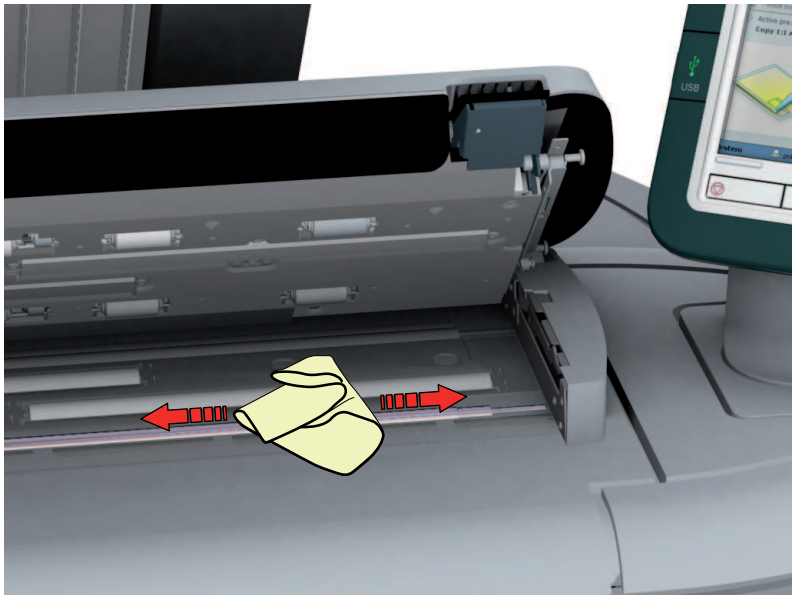
1. Use both hands to push up the left and right scanner open levers (5) to fully open the scanner top cover (4).

A locking mechanism prevents the scanner top cover from closing.

Attention:
To clean the scanner use the soft lint-free Masslin towels from the scanner cleaning kit.

2. Use a Masslin towel that has been moistened with water and firmly wrung out to clean the following parts of the scanner.

- the original support rollers (6)
  Rotate the rollers to clean them.
- the transparent contact plates (9)
  Wipe off any soiled areas.



3. Wipe all the cleaned parts once again using a dry Masslin towel.

Caution:
Take care not to get your fingers caught in the scanner top cover.

4. Press the scanner top cover down gently with both hands to close it.

Note:
Check that the left and right scanner open levers are locked into position.

Calibrate the scanner

Introduction

You can calibrate the scanner when you are not satisfied with the copy or scan quality. Use the calibration wizard to calibrate the scanner.

Before you begin

Clean the scanner before you start the calibration procedure. Dirty parts of the scanner causes a decreased copy and scan quality. (see *'Clean the scanner'* on page 255).

Attention:
Handle the calibration sheet with care.

Attention:
Do not touch the black area of the calibration sheet with your fingers.

Attention:
Before you use the calibration sheet wipe off any dust from the calibration sheet.

How to calibrate the scanner

1. From the 'HOME' screen select the 'System' tab.
2. Use the scroll wheel to go to the 'Scanner calibration' section and open this section with the confirmation button .
3. Insert the scanner calibration sheet as instructed in the wizard.
4. Press the green button to start the scanner calibration.
   The message 'Calibrating, please wait... do not open the scanner.' appears.

Note:
'Calibrating the scanner takes between 5 to 10 minutes.'

Upgrade or re-install the system

Introduction

When to do

- If new system software is available.
- If you must re-install the system software.

Before you begin

Create a USB installation key with the UKC Software v3.x (USB Key Creator software). For a detailed description of the procedure to create this USB installation key, please refer to the user documentation of the USB Key Creator software.

Required tool

- 1 USB installation key
- 1 USB backup key

How to upgrade the system

To upgrade or re-install the system you must do the following.

1. *'Backup the system data'* on page 261
2. *'Install the new system software'* on page 262
3. *'Restore the system data'* on page 263

Backup the system data

When to do

Before you upgrade or re-install the system software you must create a backup file of the system data.

Required tool

- 1 USB backup key

Note:
Not all settings are stored in the backup file. The passwords for authorised users are excluded from the file for security reasons.

How to backup the system data

1. From the 'HOME' screen on the user panel select the 'System' tab.
2. Use the scroll wheel to select 'Hardware and software' and confirm with the confirmation button (above the scroll wheel).
3. Use the upper right soft key to 'Edit' the current system configuration.
4. Select 'Backup/upgrade system'.
5. Press 'Next > '.
6. Follow the steps in the wizard.
7. Select 'Home' to return to the 'HOME' screen.

Install the new system software

When to do

If you must upgrade or re-install the system software.

Before you begin

- Backup the system data (see *'Backup the system data'* on page 261).
- Create a USB installation key with the UKC Software v3.x (USB Key Creator software). For a detailed description of the procedure to create this USB installation key, please refer to the user documentation of the USB Key Creator software.

Required tool

- 1 USB installation key

How to install the new system software

1. Insert the USB installation key in the USB flash drive interface of the user panel.
2. Reboot the complete system to start the system upgrade procedure.
3. When the system upgrade procedure is finished, remove the USB installation key.

Restore the system data

When to do

After you upgraded or re-installed the system software you must restore the backup file with the system data.

Required tool

- 1 USB backup key

Note:
Not all settings are stored in the backup file. The passwords for authorised users are excluded from the file for security reasons.

How to restore the system data

1. From the 'HOME' screen on the user panel select the 'System' tab.
2. Use the scroll wheel to select 'Hardware and software' and confirm with the confirmation button (above the scroll wheel).
3. Use the upper right soft key to 'Edit' the current system configuration.
4. Select 'Restore backup'.
5. Press 'Next > '.
6. Follow the steps in the wizard.
7. Select 'Home' to return to the 'HOME' screen.

Chapter 7
Solve problems

How to solve problems with jobs

1. If there is a problem with a job, the colour of the green 'Jobs - Queue' bar in the Océ Express WebTools turns red.
   The System Monitor section of the Océ Express WebTools displays the message: 'User intervention required'.
   The job that has the problem remains in the queue as an active job, displayed in bold fonts.
2. On the user panel detailed information about the problem is displayed. You can use this information to help you to solve the problem.

Note:
If a media jam occurs often you can perform the following checks.

- Is the media loaded correctly?
- Did you use the correct media? (see *'Preferred Océ media types and sizes'* on page 300
- Did you remove all the pieces of media from the paper path?

Note:
If an error occurs that you cannot solve, please remember the error code displayed on the user panel and contact the Océ Helpdesk for assistance.

Clear an original jam on the scanner

Introduction

When an original jam occurs on the scanner, the message 'Scanner original jam' appears on the user panel. You must remove the original from the scanner.

If an original jam occurs often:

- Check if you use the correct type of original.
- Check if you must use a carrier sheet.
- Check if the original is damaged before you insert it.

How to remove a jammed original

1. Use both hands to push up the left and right scanner open levers (5) to fully open the scanner top cover (4).
   A locking mechanism prevents the scanner top cover from closing.

2. Remove the original.
   Pull the original from the scanner or from the originals exit at the front.
3. Press the scanner top cover down gently with both hands to close it.

Note:
Check that the left and right scanner open levers are locked into position.

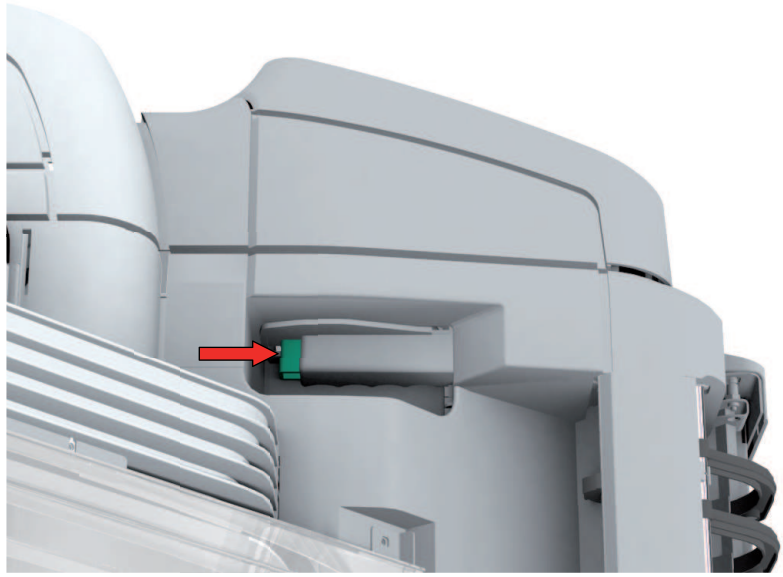
4. Make the original smooth and feed the original.

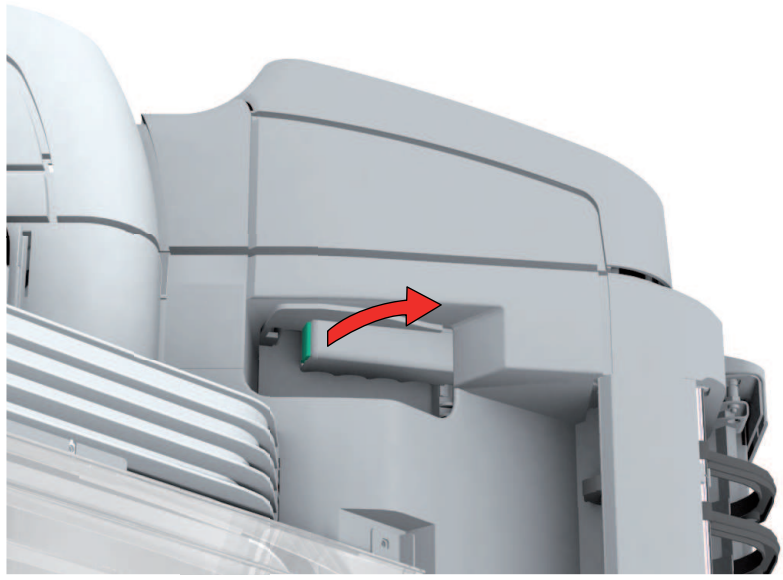
Clear a media jam in the fuser section

Attention:
During normal use the fuser must be closed. Only open it to remove the media after a media jam.

1. Wait a few moments to let the fuser cool down.

2. Press the green knob on the media jam clearance handle to open the upper back cover.



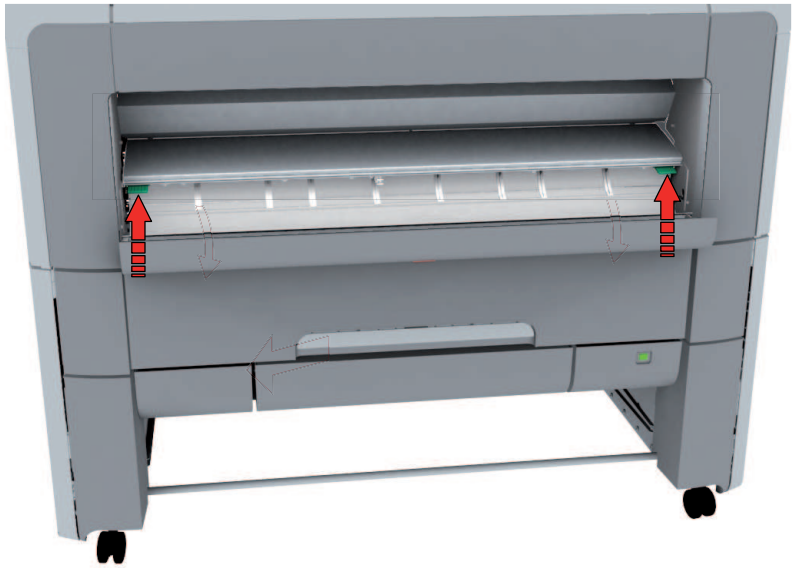


3. Remove any jammed printing material from the fuser section.
4. Press the green knob on the media jam clearance handle and close the upper back cover.

Clear a media jam in the media bypass section

1. Open the lower front cover.

2. Lower the media bypass by pressing the handles on the left and the right.



3. Remove any jammed media.

Note:
If the material cannot be removed easily, you must open the upper back cover with the media jam clearance handle to access to the jammed material. (see *'Clear a media jam in the fuser section'* on page 268).

4. Pull up the media bypass.

5. Close the lower front cover.

Clear a media jam in the roll feed section

1. Pull firmly to open the media drawer.

2. Remove any jammed printing material from the paper path and, if necessary, pull back the media and rewind it.
3. Reload the media roll if necessary and press the clean cut button to trim a strip of the media roll. (see *'Load a media roll (position 1)'* on page 238)
4. Close the media drawer.

Print a demo print

When to do

You can print a demo print to check if the Océ PlotWave 300 works correctly.

How to print a demo print

1. From the 'HOME' screen on the user panel select the 'System' tab.
2. Use the scroll wheel to select 'Test prints' and confirm with the confirmation button (above the scroll wheel).
3. Use the scroll wheel to select 'Demo print'.
4. Use the lower right soft key or press the green button to start printing.
5. Select 'Home' to return to the 'HOME' screen.

Print a test print

When to do

Print a test print from roll 1 or from roll 2 at the request of the Océ Helpdesk. The test print can provide information to solve quality problems.

How to print a test print

1. From the 'HOME' screen on the user panel select the 'System' tab.
2. Use the scroll wheel to select 'Test prints' and confirm with the confirmation button (above the scroll wheel).
3. Use the scroll wheel to select 'Test print from roll 1' or 'Test print from roll 2'.
4. Use the lower right soft key or press the green button to start printing.
5. Select 'Home' to return to the 'HOME' screen.

Adjust the print density

When to do

To influence the toner usage of your Océ PlotWave™ 300 you can print the blackness chart and adjust the blackness offset. A negative value reduces the toner usage, a positive value increases the toner usage.

How to adjust the print density

1. From the 'HOME' screen on the user panel select the 'System' tab.
2. Use the scroll wheel to select 'Blackness' and confirm with the confirmation button (above the scroll wheel).
3. Press the green button to print the blackness chart.
4. Refer to the blackness chart, use the scroll wheel to select the preferred blackness offset and confirm with the confirmation button .
5. Press 'Next > '.
6. Select 'Home' to return to the 'HOME' screen.

Chapter 8
License management

Introduction to managing licenses

Introduction

The Océ applications and options are protected against unauthorised use. You need to activate the license to enable an application or option for use. The 'Support' - 'Licenses' tab in the Océ Express WebTools enables you to manage the licenses very easily.

This section describes the following.

- The basic concept of the licenses.
- How to manage the licenses.

The 'Licenses' tab in the Océ Express WebTools

Introduction

The 'Support' - 'Licenses' tab has the following possibilities.

Possibilities

- View the current active licenses
- Get the host id of the Océ system
- Save the active licenses
- You can activate new licenses or saved licenses.

The basic workflow of 'Support' - 'Licenses' activation

Introduction

Before you can work with licenses, you must access to the Océ Express WebTools. The following workflow describes per step when to use which possibility.

The workflow

1. View the current active licenses.
   You can make a list of new options you need and make a list of license numbers. Océ needs the list of new options and the license numbers to create a new license file.
2. Get the host id of the Océ system.
   Océ needs the host id of your Océ system to create a new license file.
3. Send the list of new options you need, the list of license numbers and the host id to Océ.
   Océ creates and delivers one or more new license files.
4. Create a back-up of the current active licenses if necessary.
   Save the current active licenses to do so.
5. Activate the licenses.
   The license activation job guides you through the following steps.
   - 1. Locate the license file
   - 2. Preview the new active licenses
   - 3. Accept the end user license agreement
   - 4. Finish the license activation job
   - 5. Restart the Océ system.

Océ License Logic

Introduction

When you navigate to the 'Support' - 'Licenses' tab in the Océ Express WebTools, you get access to the Océ License Logic application.

Overview Océ License Logic functionality

Function	Description
View the current active licenses.	You can make a list of new options you need and make a list of license numbers. Océ needs the list of new options and the license numbers to create a new license file.
Get the host id of the Océ system.	Océ needs the host id of your Océ system to create a new license file.
Create a back-up of the current active licenses if necessary.	Save the current active licenses to do so.
Activate the licenses.	Perform a license activation job to do so. The license activation job guides you through the following steps. ■ 1. Locate the license file ■ 2. Preview the new active licenses ■ 3. Accept the end user license agreement ■ 4. Finish the license activation job ■ 5. Restart the Océ system. *Note:* Perform the license activation job for each license file.

The structure of license files and licenses

Introduction

A license file contains a license per option of your Océ system. You can view the current active licenses with Océ 'Support' - 'Licenses' tab in the Océ Express WebTools. You can preview the new active licenses during the license activation job.

A license file contains licenses of the same license-type

A license file you receive from Océ contains only licenses of the same license-type. The following license types are possible.

- Demo
- Resale.

If you order demo and resale licenses, you receive 2 license files.

What you see per situation

What you see per situation depends on the license file you use.

What you see depends on the situation

Situation	What do you see
View the current active licenses.	You see the following. ■ All current active demo licenses ■ All current active resale licenses ■ All current other not active options.
Océ delivered one or more license files.	You see one of the following options. ■ A demo license file ■ A resale license file ■ A demo license file and a resale license file.
Preview the demo licenses during the license activation job if you use the license file with demo licenses.	You see the following. ■ All current active demo licenses ■ All new active demo licenses. *Note:* You can not see the current active resale licenses at this point.

Situation	What do you see
Preview the resale licenses during the license activation job if you use the license file that contains the resale licenses.	You see the following. ■ All current active resale licenses ■ All new active resale licenses. *Note:* You can not see the current active demo licenses at this point.
Preview the demo and resale licenses during the license activation job if you use the saved licenses of your back-up file.	You see the following. ■ All demo licenses that where active at the time you created the back-up file ■ All resale licenses that where active at the time you created the back-up file
The license activation job is finished.	You see the following. ■ All current active demo licenses ■ All new active demo licenses ■ All current active resale licenses ■ All new resale licenses ■ All current other not active options.

Check your licenses

About the licenses

The 'Support' - 'Licenses' tab in the Océ Express WebTools allows you to manage the licenses that are active on your system. A license is needed to activate certain functions on your Océ PlotWave 300.

You can use the 'Support' - 'Licenses' tab to perform the following tasks.

- View the current active licenses.
- Get the host id of the Océ system.
- Save the active licenses.
- Perform a license activation job.
  You can activate new licenses or saved licenses.

License information overview

Click 'Support' - 'Licenses' to view the available licenses.

You can view the license information for the following purposes.

- Check the active licenses on license state, license type and license duration.
- Check how long a demo license is valid.
- View all options available for your Océ system.
  The list of options depends on the type and version of the Océ system.
- Make a list of new options you need.
- Make a list of license numbers.

Information	Description
'Option'	This field displays the name of the option. For Océ PlotWave™ 300 the following licenses are available. ■ Océ PlotWave™ 300 license ■ Océ Account Logic ■ Adobe® PostScript®® 3 / PDF ■ Adobe® Simplified Chinese PostScript® ■ Adobe® Traditional Chinese PostScript® ■ Adobe® Japanese PostScript® ■ Adobe® Korean PostScript®

Information	Description
'State'	This field displays one of the following license states. ■ 'Authorised'. You are authorised to use the function. ■ 'Not authorised'. You are not authorised to use the function, you need to get a license for the function. ■ 'Expired'. Your license was a temporary license. You need to get a new license to use the function.
'License type'	This field displays one of the following license types. ■ 'Resale'. ■ 'Demo'.
'Duration in days'	This field displays the time your license is valid.
'License number'	This field displays a license number.

Save the currently active licenses

Introduction

You can save all current active licenses of different licenses types into one single file.

Purpose

Save the current active licenses for the following purposes.

- Collect and save all active licenses of different types into one single file
- Create a back-up file before you start a license activation job.

When to do

Save the current active licenses before you start a license activation job or to save the current license situation.

How to save the license information

1. Click 'Support' - 'Licenses' to display the license information page.
2. You need to log on as System administrator or Power user if you are not logged on already.
3. Click the 'Save' button.
   The 'Save licenses' window opens.
4. Select a directory, enter the file name and click the 'Save' button to back-up the currently active licenses.

Result

All currently active resale and demo licenses are stored into one single file.

Install a new license

Introduction

The Océ applications and optional functions are protected against unauthorised use. You need to activate the license to enable an application or optional function for use. The 'Licenses' tab enables you to upload new license files to activate a license.

Purpose

- Upload a new license file.
- Extend the existing license on your Océ PlotWave™ 300.

Note:
After the license is uploaded you must restart your system to activate the license file.

How to get a new license file

1. Click 'Support' - 'Licenses' to display the license information page.
2. The login window appears. Log on as System administrator or Power user.
3. Click the host id hyperlink to display the host id information.
4. Copy the id and send the host id information to your Océ representative together with a list of options that you require.
5. After receiving the license file(s), store the file(s) on the network.

Attention:
It is advised to store the license information of the currently active license files in a back-up file before you activate a new license file. Use the 'Save' button to store the current license files information.

Upload a new license

1. Click 'Activate' to open a browser window to search for the license file on the network.
2. Log on as System administrator or Power user.
3. Browse the network and select the license file.
4. Click 'Ok' to start the activation of the license file. A message is displayed when the process is completed.
5. Restart the system to activate the changes.

Result

- If you have updated an expired license, the new license file overwrites the previous license file.
- If you have uploaded a new license, the license state in the overview is changed from 'Not authorised' to 'Authorised'.

Appendix A
Specifications of the Océ PlotWave 300

Specifications Océ PowerM controller

Océ PowerM controller hardware

Platform	Océ controller with Windows® XP embedded
Memory	1024 Mb
Hard disc capacity	160 Gb. One single high speed hard disc
Graphical user interface	None
Standard interface	10/100/1000 BaseT with RJ45
Optional interfaces	None
Network protocols	TCP/IP, NetBios over TCP/IP, FTP, LPD, SMB (Scan To File only), IPV4&IPV6, SNMP
Network environment	Novell® NDPS (Novell Distributed Print Services)
Applicable software	Océ PowerM controller software

Océ PowerM controller software

The Océ PowerM controller software consists of a basic module and a print module.

Basic module

Basic functions	File spooling on the controller. Concurrent receiving, processing, copying (or scanning) and printing of digital jobs.
Basic applications	■ Océ Express WebTools ■ Océ Publisher Express ■ Queue Management ■ License Management ■ Smart Inbox ■ System Control Panel ■ Settings Management
Optional	■ Océ Account Center.

Print module

Scan and copy processing technology	Océ Image Logic

Number of prints	1 - 999 Set memory: send once, process once, print many
Roll selection and switching	Manual Automatic
Print manipulation	Rotation Auto-scaling Positioning Pen management Trailing strip adjustment; add up to 400 mm
Colour modes scanner	■ Black & White ■ Greyscale ■ Colour
Quality modes printer	■ Standard ■ Lines & Text ■ Poster
Language sensing	Automatic Language Sensing (ALS)
Standard file formats	■ Vector: HPGL, HPGL/2, Calcomp, DWF, DWF/X ■ Raster: HP-RTL, TIFF 6.0, NIFF, CALS-I, NIRS, C4, ASCII
Cut length	■ Standard cut ■ Synchro cut ■ Custom cut
Optional	Adobe® PostScript 3™ PDF printing Adobe Asian Fonts for PS/PDF printing

Specifications Océ PlotWave 300 printer

Technology	Electrophotography (LED) with organic photoconductor (OPC) drum and closed toner system.
Resolution	600 x 1200 dpi
Print speed	2.3 Aos p/min.
Media sources	1 roll version with manual feed 2 roll version with manual feed (option)
Minimum pen thickness	0.08 mm
Media core diameter	3"
Minimum media width	279 millimetres 11 inch
Maximum media width	914 millimetres 36 inch
Maximum roll length	200 metres 650 feet
Output delivery	'Top delivery tray' (standard)
Drawing margins	■ Leading and trailing strip: 3 mm / 0.12" ■ Left and right sides: 3 mm / 0.12"
Width detection	Automatic
Media types	■ *'Preferred Océ media types and sizes'* on page 300
Dimensions	1527 mm x 800 mm x 1495 mm (W x D x H)
Voltage	100-240 V
Frequency	50/60 Hz
Power consumption	■ Off: 0 W ■ Ready: 79 W ■ Active: 1,2 kW ■ EPA ENERGY STAR®: Sleep mode 42 W
Weight	180 kg (excluding media roll)
Safety approvals	TüV GS, CETECOM, CE, UL, (c)UL, CB, FCC Class A

Other	EPA ENERGY STAR® compliant, FEMP

Specifications Océ Scanner Express

Technology	■ Océ Image Logic® real-time image processing ■ 5 x A4 CIS sensors
Copy scan speed	Black&white ■ Standard: 3.8 m/min ■ Maximum: 7.4 m/min Colour ■ 2.5 m/min
Scan-to-file scan speed	Black&white ■ Standard: 2.9 m/min ■ Maximum: 11.7 m/min Colour ■ 2.5 m/min
Resolution	600 dpi
Camera	5 x A4 CIS sensors 22000 Pixels 24 bits colour Illumination: LED (R/G/B)
Scan width	914.4 mm
Original feed	Centre aligned
Original size	Minimum ■ 208 mm x 208 mm (L x W) Maximum ■ 16000 mm x 965 mm (L x W)
Power consumption MFD	1200 Watt
Media thickness	Maximum 0.65 mm Weak media (not rigid)

Scale method	■ Scale to format Scale range 25% - 400% (0.1% fixed step interval) ■ Custom scale Scale range 10% - 1000% (0.1% fixed step interval) ■ Exact (1 to 1) No scaling.
Input mode	■ Single sheet ■ Set
Number of copies	1 - 999 (scan once print many)
Colour space	sRGB
Image quality	■ Original type selection ■ Colour selection (Black&White / Grayscale / Colour) ■ Brightness lighter/darker
Image editing	■ Remove strips (leading/trailing/left/right) ■ Mirroring horizontal ■ Delete area
Other functionalities	■ Pre-programming of next job ■ Programmable default settings ■ Synchro cut mode or standard size cut ■ Leading and trailing strip adjustment (0 mm - 400 mm) ■ Concurrent scanning and printing ■ Scan to file Black&White / Grayscale / Colour ■ Scan to JPEG / PDF / TIFF / CALS

Specifications drivers and job submission software

Océ Windows® Printer Driver

Software environment	Remarks
All Windows applications (for example, AutoCAD® 2000 family)	This driver is a mixed raster-vector HP-GL/2 printer driver that allows you to print to your Océ printer from any application under one of the following supported Operating Systems. ■ Windows 2000® (Sp4) ■ Windows 2000® Server ■ Windows XP® (Sp2, Sp3) (32-bit and 64-bit) ■ Windows Server® 2003 (Sp2) (32-bit and 64-bit) ■ Windows Vista® (Sp1) (32-bit and 64-bit) ■ Windows Server® 2008 (32-bit and 64-bit) ■ Citrix Presentation Server 3.x ■ Citrix Presentation Server 4.x ■ Citrix Metaframe The driver is compatible with the Novell iPrint and NDPS environments (installation, propagation and printing).

Note:
Visit Océ on the internet at www.oce.com for the latest information.

Océ PostScript® 3™ Driver

Software environment	Remarks
Graphical application software	This driver allows you to print to your Océ printer from any application under one of the following supported Operating Systems. ■ Windows 2000® ■ Windows 2000® Server ■ Windows XP® (x86), without signature ■ Windows Server® 2003 (x86) ■ Windows Vista®, without signature ■ Citrix Presentation Server 3.x ■ Citrix Presentation Server 4.x ■ Citrix Metaframe ■ Macintosh Mac OS 9.x ■ Macintosh Mac OS 10.x

Note:
Visit Océ on the internet at www.oce.com for the latest information.

Optional application software

Function	Application software
Job submission	■ Océ Repro Desk

Preferred Océ media types and sizes

Introduction

Océ machines and media are matched for the best quality and performance. Océ recommends the use of approved Océ media. You can receive a full list of the Océ media that you can use in your printer (that includes plain or recycled paper, transparent paper, coloured papers and different polyester films) from your Océ representative.

Attention:
Do not store the paper in rooms where temperature and humidity are high. Avoid dust and direct sunlight. Wrap not used paper in the plastic to prevent it absorbing moisture.

Media types - Europe

The following media types are available for the 'Océ PlotWave 300' in Europe:

Select the following media name on your user interface	If you use the following Océ media	
Media name	**Media type**	**g/m^2, mil or mu**
'Paper 64 g'	'Océ Top Label Paper'	60
'Paper 75 g'	'Océ Black Label Paper'	75
	'Océ Red Label Paper'	75
	'Océ Top Label Paper'	75
	'Océ Coloured Paper'	80
'Recycled pap. 80 g'	'Océ Green Label Paper FSC'	80
	'Océ Recycled Paper'	80
'Paper 90-110 g'	'Océ Top Color Paper'	90
	'Océ Top Label Paper'	90
	'Océ Fluorescent Paper'	90
'Transp. 75 g'	'Océ Transparent Paper'	80
'Transp. 90 g'	'Océ Transparent Paper'	90

Select the following media name on your user interface	If you use the following Océ media	
Media name	**Media type**	**g/m², mil or mu**
'Transp. 110 g'	'Océ Transparent Paper'	110
'Film 3.5 mil'	'Océ Polyester Film'	88
	'Océ Antistatic Film'	88
'Film 4.5 mil'	'Océ Contrast Film'	123
'Translucent'		
'Vellum'		

Note:
* Other applications that display the media name, like the Océ Express WebTools, the printer drivers and the job submitters, use the name 'Paper 75-80 g' instead of 'Paper 75 g' or 'Recycled pap. 80 g'.

Note:
Visit Océ on the internet at www.oce.com for the latest information.

Media types - USA

The following media types are available for the 'Océ PlotWave 300' in the USA:

Select the following media name on your user interface	If you use the following Océ media	
Media name (USA)	**Media type**	**lb or mil**
'Bond 17 lb'		
'Bond 20 lb'*	'Océ Bond 45111'	20
'Recycled bond 20 lb'*	'Océ Recycled Bond 45111R'	20
'Bond 24-28 lb'	'Océ Premium Bond 45800'	24
'Transp. 20 lb'		

Select the following media name on your user interface	If you use the following Océ media	
Media name (USA)	**Media type**	**lb or mil**
'Transp. 24 lb'		
'Transp. 28 lb'		
'Film 3.5 mil'	'3.5 mil Double matte film 44632'	3.5 mil
'Film 4.5 mil'	'4.0 Double matte film 44542'	4.0 mil
'Translucent'	'Océ Translucent 450018'	18
'Vellum'	'Océ Vellum 459000 or 459020'	20

Note:
* Other applications that display the media name, like the Océ Express WebTools, the printer drivers and the job submitters, use the name 'Bond 20 lb' instead of 'Recycled bond 20 lb'.

Note:
Visit Océ on the internet at www.oce.com for the latest information.

Media sizes

	Maximum	Minimum
Media width	914 millimetres 36 inch	279 millimetres 11 inch
Roll length	200 metres 650 feet	Not applicable

Appendix B
Reader's comment sheet

Reader's comment sheet

Questions

Have you found this manual to be accurate?
O Yes
O No

Were you able to operate the product, after reading this manual?
O Yes
O No

Does this manual provide sufficient background information?
O Yes
O No

Is the format of this manual convenient in size, readability and arrangement (page layout, chapter order, etc.)?
O Yes
O No

Could you find the information you were looking for?
O Always
O Most of the times
O Sometimes
O Not at all

What did you use to find the required information?
O Table of contents
O Index

Are you satisfied with this manual?
O Yes
O No

Thank you for evaluating this manual.
If you have other comments or concerns, please explain or suggest improvements overleaf or on a separate sheet.

Comments:

Date:

This reader's comment sheet is completed by:
(If you prefer to remain unknown, please do fill in your occupation)

Name:

Occupation:

Company:

Phone:

Address:

City:

Country:

Please return this sheet to:

Océ-Technologies B.V.
For the attention of ITC User Documentation.
P.O. Box 101,
5900 MA Venlo
The Netherlands

Send your comments by E-mail to: itc-userdoc@oce.com

For the addresses of local Océ organisations see: http://www.oce.com

Appendix C
Addresses of local Océ organisations

Addresses of local Océ organisations

Océ-Australia Ltd. P.O. Box 363 Ferntree Gully MDC Vic 3165 **Australia** http://www.oce.com.au/	Océ-Österreich GmbH Postfach 95 1233 Vienna Wienerbergstrasse 11 Vienna Twin Tower 1100 Vienna **Austria** http://www.oce.at/
Océ-Belgium N.V./S.A. J. Bordetlaan 32 1140 Brussel **Belgium** http://www.oce.be/	Océ-Brasil Comércio e Indústria Ltda. Av. das Nações Unidas, 11.857 Brooklin Novo São Paulo-SP 04578-000 **Brasil** http://www.oce-brasil.com.br/
Océ-Canada Inc. 4711 Yonge Street, Suite 1100 Toronto, Ontario M2N 6K8 **Canada** http://www.oce.ca/	Océ Office Equipment (Beijing) Co., Ltd. Xu Mu Cheng Chaoyang District Beijing 100028 **China** http://www.oce.com.cn/
Océ-Czech Republic ltd. Babická 2329/2 149 00 Praha 4 **Czech Republic** http://www.oce.cz/	Océ-Danmark a/s Vallensbækvej 45 2605 Brøndby **Denmark** http://www.oce.dk/
Océ Finland OY Niittyrinne 7 02270 Espoo **Finland** http://www.oce.fi/	Océ-France S.A. 32, Avenue du Pavé Neuf 93882 Noisy-le-grand, Cedex **France** http://www.oce.fr/
Océ-Deutschland GmbH Solinger Straße 5-7 45481 Mülheim/Ruhr **Germany** http://www.oce.de/	Océ-Hong Kong and China head office 12/F 1202 The Lee Gardens 33 Hysan Avenue Causeway Bay **Hong Kong** http://www.oce.com.hk/

Océ-Hungaria Kft. 1241 Budapest Pf.: 237 **Hungary** http://www.oce.hu/	Océ-Ireland Ltd. 3006 Lake Drive Citywest Business Campus Saggart Co. Dublin **Ireland** http://www.oce.ie/
Océ-Italia S.p.A. Strada Padana Superiore 2/B 20063 Cernusco sul Naviglio (MI) **Italia** http://www.oce.it/	Océ Japan Corporation 3-25-1, Nishi Shinbashi Minato-Ku Tokyo 105-0003 **Japan** http://www.ocejapan.co.jp/
Océ-Belgium S.A. Rue Astrid 2/A 1143 **Luxembourg**-Belair http://www.oce.lu/	Océ Malaysia Sdn. Bhd. #3.01, Level 3, Wisma Academy Lot 4A, Jalan 19/1 46300 Petalig Jaya Selangor Darul Ehsan **Malaysia** http://www.ocemal.com.my/
Océ-Mexico S.A. de C.V. Prolongación Reforma 1236, 4to Piso Col. Santa Fé, Del. Cuajimalpa C.P. 05348 México, D.F. **México** http://www.oceusa.com/	Océ-Norge A.S. Postboks 4434 Nydalen Gjerdrums vei 8 0403 Oslo **Norway** http://www.oce.no/
Océ-Poland Ltd. Sp.z o.o. ul. Bitwy Warszawskiej 1920 r. nr. 7 02-366 Warszawa **Poland** http://www.oce.com.pl/	Océ-Portugal Equipamentos Gráficos S.A. Av. José Gomes Ferreira, 11 Piso 2 - Miraflores 1497-139 Algés **Portugal** http://www.oce.pt/
Océ Singapore Pte Ltd. P.O. Box 1024 MacPherson Road **Singapore** 913410	

Océ España SA Business Park Mas Blau Osona, 2 08820 El Prat de Llobregat Barcelona **Spain** http://www.oce.es/	Océ-Svenska AB Sollentunavägen 84 191 27 Sollentuna **Sweden** http://www.oce.se/
Océ-Schweiz AG Sägereistrasse 10 CH8152 Glattbrugg **Schweiz** http://www.oce.ch/	Océ (Thailand) Ltd. B.B. Building 16/Floor 54 Asoke Road Sukhumvit 21 Bangkok 10110 **Thailand**
Océ-Nederland B.V. P.O.Box 800 5201 AV 's-Hertogenbosch **The Netherlands** http://www.oce.nl/	Océ (UK) Limited Océ House Chatham Way Brentwood, Essex CM14 4DZ **United Kingdom** http://www.oce.co.uk/
Océ North America Inc. 100 Oakview Drive Trumbull, CT 06611 **USA** http://www.oceusa.com/	

Note:
The web site http://www.oce.com gives the current addresses of the local Océ organisations and distributors.

Note:
The addresses of local Océ organisations for information about the Wide Format Printing Systems and the Production Printing Systems can be different from the addresses above. Refer to the web site http://www.oce.com for the addresses you need.

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Beyond the Ordinary

océ

Printing for Professionals

Océ helps the people who make our world. Companies everywhere use Océ technical documentation systems in manufacturing, architecture, engineering and construction. High speed Océ printing systems produce millions of transaction documents each week, such as bank statements and utility bills. And in offices around the world, people use Océ professional document systems to keep the wheels of business and government turning. Océ is also at work in publishing on demand, newspaper production and wide format colour for spectacular display graphics.

For more information visit us at:

www.oce.com

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